AN GARDA SÍOCHÁNA

NATIONAL VETTING BUREAU

Guidelines for completing Vetting Form (NVB 2a)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3(a) - Parent\Guardian Consent Form will be required.

Section 1 Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

For Gender field, please tick the appropriate box.

Please provide changes of names, if any, from birth i.e. name change due to marriage, deed poll, adoption.

For Place of Birth, please state County/State of birth as this is a mandatory field.

Please state Country Of Birth as required.

Please state your Passport Number where applicable.

Please state your Mother's Maiden Name as stated on your birth Certificate.

Any fields not applicable to the applicant should be marked "N/A".

Section 2 Addresses

Please enter all your previous addresses in chronological order.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Insure that all years from birth to present are included.

Allow one letter per box and an empty box between words.

For the "Years From" and "Years To", please specify the year only e.g.

1	9	6	3

It is permitted to have more than one address in any given year.

Section 3 Self Disclosed Criminal Record

Criminal records means a record of the person's convictions whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any prosecutions pending against the person whether within or outside the state for any criminal offences or both.

All convictions are disclosed in accordance with the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.

Section 4 Liaison Person

This section is not to be filled out by the applicant.

Section 5 Declaration of Consent

The applicant must confirm their understanding and acceptance of the statement by signing the application form at Section 5 and ticking the box provided.

Section 6 Additional Addresses

See guidelines for Section 2 Addresses.

Vetting Form NVB 2(a)

AN GARDA SÍOCHÁNA

NATIONAL VETTING BUREAU

Organisation Address:

Private Security Authority
Davis St
Tipperary Town
Tipperary
E34 PY91

Your Ref No:

NVB Reference No:

P	S	A	0	0	3	-								-					

Note To Applicant

- Return the completed form to the above Organisation.
- Do not send this form to the National Vetting Bureau or to any Garda Station.

Section 1 – Personal Information (to be completed by Applicant)

Forename(s):

Middle Name(s):

Surname:

Gender: Male: ☐ Female: ☐

Is your Name at Birth the same as above? Yes: ☐ No: ☐ If No, please provide details:

Forename(s):

Middle Name(s):

Surname:

Date of Birth: D D / M M / Y Y Y Y

Place of Birth:

Country Of Birth:

Passport No:

Mother's Maiden Name:

Current Address: Year From: Y Y Y Y Year To: **PRESENT**

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Also known as:

Name/Alias:

Section 2 – Addresses (to be completed by Applicant)

Please enter all your previous addresses in chronological order. Please enter your **full** postal address.

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

For additional addresses, refer to Section 6. If used, please tick here ☐

Section 3 – Self Disclosed Criminal Record (to be completed by Applicant)

Have you a criminal record in Ireland or elsewhere? Yes ☐ No ☐ (If Yes, please provide details)

Date	Court Name	Offence Summary	Court Outcome / Cases Pending / Appeals

Section 4 – Liaison Person (to be completed by Liaison Person)

Organisation: **Private Security Authority**

Authorised Liaison Person Details:

Forename:

Surname:

Liaison Reg No:

The applicant has provided documentation to validate identity as required. ☐

Liaison Person Signature

Date: D D / M M / Y Y Y Y

Role Being Vetted For:

Is the application submitted on behalf of an Affiliate Organisation: Yes: ☐ No: ☐

If Yes, please state Affiliate Organisation:

Section 5 – Declaration Of Consent (to be completed by Applicant)

I authorise the National Vetting Bureau of An Garda Síochána to furnish to the above Organisation a statement that there is no criminal record information to disclose in respect of me in Ireland or elsewhere, or a statement of criminal record information in Ireland or elsewhere as the case may be. Please tick box ☐

Applicant Signature:

Date: D D / M M / Y Y Y Y

Section 6– Additional Addresses (to be completed by Applicant)

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:

Year From: Y Y Y Y
Year To: Y Y Y Y

If this page does not allow enough space for addresses, please copy this page and number it below:

Page ☐ **Of** ☐