

PARISH OF KILNAMANAGH-CASTLEVIEW

Filling in the Garda Vetting form:

1. Please fill in section 1 & 2 of the form. Section 1 & 2 asks for your basic details which are sent to the Safeguarding office in the diocese. Here, they input the details into the online vetting system.
2. When you have filled in section 1 & 2 **please return the form to Fr. Michael/parish office.** Section 3 needs to be filled in from the parish before it is sent off to the diocese to be processed.
3. After that is done, you will get an email which will contain a link. **You need to click on the link and follow the instructions.** Here you will confirm your basic details, fill in previous and, also, any convictions that you may have. Once you have filled in this online, you're vetting will be completed in a matter of weeks.
4. You need to fill in the link no later than **30 days** from receiving the email. **If you do not, the link will expire and you have to begin the process all over again.**
5. You will receive an email saying that your vetting as come through. A copy of your clearance will be sent to Fr. Michael who will store it securely.
6. Please fill in your details in clear, block lettering as if it cannot be read, it will be sent back.
7. Please fill in "role being vetted" for.
8. Please tick the box at the end of the page before your signature. If this box is not ticked, it will be sent back and the process will have to begin again.
9. Forms of identification need to be provided to verify the person requesting to be vetted. These include passport, drivers licence, utility bill with address etc. A copy of these will be kept with your vetting to comply with vetting regulations.
10. If you have any queries about the vetting process, please do not hesitate to contact the parish office on 01-4515570. All details for vetting, forms of identification, contact details etc. can be found on the diocesan safeguarding website: <http://csps.dublindiocese.ie/>