



ARCHDIOCESE OF ARMAGH VETTING APPLICATION PROCESS

Guidance Notes (ROI)

Stage 1a: Application Form

This is the first stage in the vetting process for all applicants undertaking work with children and adults at risk in the Archdiocese of Armagh. Send this form along with a covering letter to those who are required to undergo the application process.

Stage 1b: Begin Garda Vetting

The Garda Vetting process can be started at the same time as the Application Form is completed. There is no need to wait for satisfactory references to be received at this stage of the process. This is to reduce the time frame of the application process and in acknowledgement that very few references are returned unsatisfactory. However, two satisfactory references must be received before issuing the letter of appointment.

Confidential Declaration Form

This form must be completed by the applicant in confidence and then posted to:

Very Rev. Malachy Conlon PP, EV, Parochial House, Top Rath, Carlingford, Co. Louth.

ID Verification

After sending out these forms to the applicant to complete they must then make an appointment to meet with you to have their ID verified. ***Only Parish Safeguarding Representatives can verify ID.*** Please see page 2 & 3 of the ID Verification Form for a comprehensive list of acceptable documents and further instruction. ID is verified by the “**100 Point Check**” system. The **100 Point Check** is a personal identification system developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted), as required. When conducting Garda Vetting, you will require vetting subjects to present identification totalling 100 points to ensure you are checking the correct person. **At least one form of photographic evidence must be verified.** All documents must be original, not copies.

Do not retain photocopies of any documents.

Garda Vetting Form

Please ensure the applicant has completed in full, signed and dated otherwise the form will be returned to you.

Once you have these completed Confidential Declaration, ID Verification and Garda Vetting Forms back from the applicant, they must then be posted to Fr. Malachy Conlon.

Stage 2: References

Applicants need two references, both of which ***should not*** be from relatives, the parish priest or the parish safeguarding representative. **The referee should know the applicant for at least two years.**

Stage 3: Letter of Appointment & Agreement Form

A letter of appointment can only be issued to the applicant when **all** previous stages have been completed i.e. once an Application Form has been completed, two satisfactory references received, and the Garda Vetting check has been confirmed in writing to you from Fr. Malachy Conlon.

A copy of the Diocesan Code of Behaviour along with two copies of the Agreement Form should be sent to the applicant with the Letter of Appointment. One signed Agreement Form is to be returned to you and stored in the parish office with their Application Form, References and Letter of Clearance from Fr. Malachy Conlon. Only when this is returned is the vetting process complete and the applicant can take up their role.

If you require any further guidance or assistance, please do not hesitate to contact:

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