Diocesan Safeguarding Office
Waterford Road, Kilkenny

Cover Sheet to Accompany Garda Vetting Paperwork

Please complete and enclose one Cover Sheet every time you forward Garda vetting paperwork to the Diocesan Safeguarding Office.

☐ Number of applicants whose paperwork is enclosed

Please use the checklist below to ensure that forms are completed accurately for each of the applicants

ID Verification Forms **(Please tick the boxes)**

- ☐ Part One of the ID Verification Form has been completed by the applicant or the ID Verifier
- ☐ Relevant ID has been verified in person (for ID list see reverse page of the ID Verification Form)
- ☐ Part Two of the ID Verification Form has been completed by the ID Verifier
- ☐ ID Verification Form is enclosed in this envelope for all applicants

Garda Vetting Form (Please tick the boxes)

- ☐ **Section 1** – the Personal Information section provides all information requested
- ☐ **Section 2** – has been signed and dated and the **check box has been ticked**

Confidential Declaration Form (Please tick the box)

- ☐ Has been given to the applicant with an envelope addressed to *Ena Kennedy* at the address below.

Please note that Garda Vetting Forms cannot be processed for an applicant until all three forms are received and completed accurately.

Name of Person Completing the Paperwork
*(This is **not** the of the person applying for Garda vetting - it is the person responsible for sending forms to this office).* _____

Parish/School of the Person Completing the Paperwork _____

Role of Person Completing the Paperwork _____

Date Paperwork forwarded to Authorised Signatory _____

I confirm that I have checked the forms enclosed and I am aware that any forms not completed as required by the Garda Vetting Unit will **will not be processed** and will delay the vetting process for the relevant applicant.

Signed: _____

Please complete and return to the authorised signatory:

Sr Ena Kennedy, Diocesan Safeguarding Office, Waterford Rd, Kilkenny

Diocese of Ossory