



**COMPETITION
FOR SELECTION OF ARMOURER
WITHIN AN GARDA SÍOCHÁNA**

**NOTES FOR APPLICANTS
AND
CONDITIONS OF SERVICE**

***WITH THE COMPLIMENTS
OF THE COMMISSIONER,
AN GARDA SÍOCHÁNA***

INTRODUCTION

Organised Policing commenced in Ireland in 1822 with the foundation of the Irish Constabulary. The title Royal Irish Constabulary was applied in 1867. In 1922 the Royal Irish Constabulary was disbanded with the foundation of the Irish State. An Garda Síochána was formed in February 1922. The Dublin Metropolitan Police, which had been founded in 1836, was amalgamated with An Garda Síochána in 1925.

Structure & Organisation

The Headquarters of An Garda Síochána is based in the Phoenix Park, Dublin 8. The general direction and control of An Garda Síochána is the responsibility of the Garda Commissioner who is appointed by the Government. The Commissioner is responsible to the Minister for Justice and Equality who in turn is accountable to the Government for the security and policing of the State. The Commissioner is assisted by two Deputy Commissioners and a Chief Administrative Officer. In addition, there are a number of Assistant Commissioners in command of Regions with others who have responsibility for critical portfolios such as Security and Intelligence, Special Crime Operations, Roads, Policing and Major Event Management, Governance and Accountability, Executive Support and Corporate Services, Community Engagement and Public Safety. There are also a number of civilian Executive Directors with responsibility for Human Resource and People Development, Finance & Services and Information & Communication Technology.

An Garda Síochána is a community based organisation with over 15,200 Garda and Civilian employees. It has police officers located in every county in Ireland, listening to, acting and working with the community.

The ranks in descending order from Assistant Commissioner are as follows:

Chief Superintendent
Superintendent
Inspector
Sergeant
Garda
Reserve Garda

For operational effectiveness the organisation is structured on a regional basis, of which there are six. Each Region is sub-divided into Divisions, each commanded by a Chief Superintendent. Each Division is sub-divided into Districts with a Superintendent in charge.

Conditions for Entry - Eligibility

Persons who do not meet the conditions set out for this competition should not apply, as it will only cause them unnecessary trouble and expense.

Entry to An Garda Síochána is governed by the Garda Síochána (Admissions & Appointments) Regulations, 2013 (click <http://www.attorneygeneral.ie/esi/B30225.pdf>).

Successful candidates for the position of Armourer will enter An Garda Síochána under Regulation 11 of these regulations which state “Appointment of person having special or other technical qualifications. The Commissioner may, with the consent of the Minister,

appoint and enrol a person as a member without regard to the requirements of these Regulations where the Commissioner is satisfied that-

- (a) the person has special aptitudes, knowledge, skills or technical qualifications which justify his or her appointment and enrolment under this Regulation as a member, and
- (b) the person is of good character, in good health and of sound constitution and is suited physically and mentally to perform the duties to which he or she will be assigned in the Garda Síochána”.

An overview of the eligibility criteria is outlined below, however, please refer to the Regulations for detailed requirements.

To be eligible for selection as a Trainee, an applicant must:

- (i) Be of good character.
- (ii) Be certified by a Registered Medical Practitioner (nominated by the Commissioner after consultation with the Minister) to be of good health, of sound constitution and fitted physically and mentally to perform the duties of a member of the Service.
- (iii)
 - (a) Be a national of a European Union Member State, **or**
 - (b) Be a national of a European Economic Area State or the Swiss Confederation; **or**
 - (c) Be a Refugee under the Refugee Act, 1996; **or**
 - (d) Have had a period of one year’s continuous residence in the State on the closing date of the advertisement for the competition for the vacancy to which the admission relates, and during the eight years immediately preceding that period, has had a total residence in the State amounting to four years;
 - (e) Has been granted subsidiary protection, or is a family member of such a person, in compliance with the Admissions and Appointments Regulations 2013.
- (iv) By the closing date:
 - (a) Be qualified as a Fitter Turner holding an Advanced Certificate Craft – Mechanical Automation and Maintenance Fitting at level 6 (NFQ) or an equivalent recognised qualification.
 - (b) Be a qualified Armourer with a minimum of 5 years experience and hold certification in a range of handguns, rifles and other automatic and semi-automatic weapons. Candidates must also hold a full, Class B Irish driving licence or equivalent with no endorsements.
 - (c) Hold a full, Class B, Irish driving licence or equivalent without endorsements.

All applicants must have relinquished all previous employment prior to entry to An Garda Síochána and may not be on a career break from any such employment upon entry.

The Selection Process

The competition for the selection of Garda Armourer may include short-listing/preliminary interview prior to applicants being called forward for main interview.

An Garda Síochána will not be responsible for refunding any expenses incurred by candidates in relation to the recruitment process.

How to Apply

Full details including Role profile and Application Form are available on www.garda.ie.

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign as most communication and notifications will be sent to you via email.

All applicants must complete an application form, **in typed format**, to include details of qualifications, skills, and experience for the position of Garda Armourer. Only fully submitted applications will be accepted.

The admission of a person to the competition, or invitation to undertake any element of the selection process, is not to be taken as implying that the Garda Commissioner is satisfied that such a person fulfils the essential requirements.

The validity of qualifications will be verified by Quality and Qualifications Ireland (QQI), and with the Defence Forces, where appropriate. Applicants should not contact QQI or the Defence Forces directly.

Closing Date for receipt of applications –

Completed application form, **original** qualifications/certificates and a copy of your full Class B Irish driving licence or equivalent must be forwarded to Appointments Office, Garda Headquarters, Phoenix Park, Dublin 8, DO8 HN3X to arrive not later than **4pm Thursday 6th July, 2017.**
You may be required to provide your original driving licence at a later stage.

Medical Examination

Subject to undergoing a comprehensive screening process to establish their general suitability, successful applicants shall also be required to undergo a detailed medical examination by a Registered Medical Practitioner nominated by the Commissioner of An Garda Síochána.

Where candidates are aware of suffering from any current or pre-existing health condition(s), it would be NECESSARY to have available relevant clinical reports from your treating doctor(s) on the day. This shall facilitate the medical assessment and hence your application. Candidates shall be required to provide contact details for their doctors on the day.

Applicants who have had a hearing test in the 3 years prior to this application (whether as a result of their work or otherwise) should bring along a copy of their hearing test report to be presented on the day of the medical examination.

General requirements are as follows:

- A good standard of general mental and physical health (full disclosure of medical history is necessary and shall be reviewed as part of the medical examination)
- Weight within normal (non-obese) limits (ideal BMI is less than 25). Overweight (BMI >25 and <30) shall be considered with other measures to exclude significant obesity
- Eyesight - good levels of vision (minimum distance vision of 6/18 on both eyes that can be corrected to 6/9 and 6/12 with glasses or contact lenses if necessary)
- Hearing - good level of hearing without a hearing aid
- Applicants are expected to be aerobically fit in order to safely undergo training and to subsequently carry out the duties assigned to them

The following tests shall also be carried out on the day:

- Eyesight test – An unaided eyesight test will be carried out on the day (glasses/lenses to be removed one hour prior to testing)
- Hearing test – air conduction audiogram (unaided i.e. testing without hearing aid)
- Urine testing for routine clinical screen
- Manual peak flow reading

No blood tests will be taken on the day.

Current, pre-existing and previous medical and mental health conditions may be a bar to meeting the required medical fitness standards but this shall be assessed on a case-by-case basis by the examining doctor; this may require provision of additional reports or clarifications from the treating doctors.

Success through this stage of the selection process is not to be taken as an indication that the Garda Commissioner considers a person as fulfilling the full range of essential requirements and is not a guarantee of acceptance as a Garda Armourer.

In accordance with the provision of Regulation 5(2) of the Garda Síochána (Admissions & Appointments) Regulations, 2013, and notwithstanding any other provision of these Regulations, the Commissioner shall not admit a person for training as a member of the Garda Síochána with a view to his or her subsequent appointment and enrolment as a member unless it appears to the Commissioner that the person is generally suitable for such admission.

Eligibility

Success at all stages of the recruitment process does not guarantee an offer to commence employment with An Garda Síochána. **Failure to fully declare information as requested at various stages in the selection process will render an applicant ineligible to progress through the competition.**

It is important therefore for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition. If you do not meet these essential entry requirements but nevertheless attend you will be putting yourself to unnecessary expense.

Applicants who do not, when requested, furnish such evidence as An Garda Síochána require in regard to any matter relevant to their candidature, shall, unless An Garda Síochána in their absolute discretion decide otherwise, be deemed to have withdrawn their candidature.

Expenses incurred by an applicant participating in any of the selection procedures, or on first reporting for training, are not borne by public funds.

Conditions of Service

Successful Candidates will be subject to a probationary period of two years. Successful candidates will be entering An Garda Síochána under Regulation 11 of the Garda Síochána (Admissions and Appointments) Regulations, 2013, for a specialised position. Consequently successful candidates will be restricted to serving in this area.

Probation:

- (1) Upon the first appointment under these Regulations of a person by the Commissioner to be a member, the member shall hold the rank of Garda and shall be on probation for the probationary period.
- (2)
 - (a) The probationary period stands suspended where a probationer is absent due to maternity leave or adoptive leave and shall be completed on the return to work of the probationer.
 - (b) Where the Commissioner considers that a probationer's absence while on parental leave would not be consistent with the continuance of the probationer's probation, the Commissioner may require that the probation be suspended during the period of parental leave and be completed by that probationer at the end of that period.
- (3)
 - (a) Where a probationer is absent due to a period of suspension having been imposed on him or her, the period of the absence shall not be reckonable for probationary purposes whether such suspension is imposed under the Garda Síochána (Discipline) Regulations, 2007 as amended, or otherwise.
 - (b) Where a probationer is absent for a consecutive period of 4 weeks or more for a reason other than one referred to at subparagraph 3(a) or paragraph (2), that period of absence shall not be reckonable for probationary purposes.
- (4) Where a probationer has not demonstrated to the satisfaction of the Commissioner an ability to perform the functions of a member efficiently and effectively or otherwise to conduct himself or herself in a manner befitting a member, the Commissioner may, if he or she considers it necessary or expedient for the purpose of ascertaining whether the probationer concerned will demonstrate such ability, direct, on or before the expiration of the probationer's probationary period, that the probationers probationary period be extended for such further period as may be specified in the direction.
- (5) Where -
 - (a) it appears to the Commissioner that a probationer has committed a breach of discipline under the Garda Síochána (Discipline) Regulations, 2007, as amended,

(b) a complaint has been made against a probationer under the Garda Síochána Acts 2005 to 2007, or

(c) a probationer, either within the State or otherwise, is the subject of a criminal investigation or criminal proceedings are pending against him or her,

the Commissioner may, from time to time, direct that the probationary period of the probationer be extended for such period as is specified in the direction.

- (6) For the purposes of paragraph (5), a period of extension (or where more than one direction is given, the first of any such periods) shall commence on the expiration of the probationer's probationary period and the period of the extension (or where more than one direction is given, the last of any such periods) shall end not later than 28 days from the date of—

(a) the conclusion of any investigation, inquiry or appeal, as the case may be, under the Regulations of 2007 or of the breach of discipline being otherwise dealt with under those Regulations,

(b) the conclusion of any investigation or appeal, as the case may be, under the Garda Síochána Acts 2005 to 2007 or of the complaint being otherwise dealt with under those Acts, or

(c) the conclusion of the criminal investigation or, where proceedings for an offence are pending, the conclusion of such investigation or such proceedings and any appeals or proceedings connected therewith, as appropriate.

- (7) A direction under paragraph (5) shall not be given unless the Commissioner considers that—

(a) in a case to which subparagraph (5)(a) applies, the breach of discipline, if proven,

(b) in a case to which subparagraph (5)(b) applies, the complaint, if upheld,

or

(c) in a case to which subparagraph (5)(c) applies, the conviction of the member of the offence to which the investigation relates or proceedings relate,

would be sufficient grounds for dispensing with the services of the probationer.

- (8) (a) The Commissioner may, at any time, subject to the provisions of this Regulation, having assessed the suitability of a probationer for retention in the Garda Síochána, dispense with the services of the probationer if he or she considers that—

(i) that probationer is not suited, physically or mentally, to performing the functions of a member, or

(ii) having regard to one or more of—

(I) the performance of that probationer,

(II) the behaviour of that probationer,

(III) assessments made by that probationers Superintendent of the matters specified at (I) or (II) or of matters otherwise relating to that probationers competence to serve as an efficient and effective member, or

(IV) the disciplinary record of that probationer,

that probationer has not demonstrated during the probationary period the competence to serve as an efficient and effective member.

(b) The Regulations of 2007 shall not affect the application of subparagraph (a).

(9) Where the Commissioner proposes to dispense with the services of a probationer under paragraph (8),

(a) the Commissioner shall notify the probationer in writing of the proposal and the reasons for that proposal, and

(b) the probationer shall have 28 days from the date of the Commissioner's notification to make submissions to the Commissioner regarding the proposal.

(10) Where the Commissioner proposes to dispense with the services of a probationer under paragraph (8), he or she shall, if he or she considers it appropriate and necessary, for the purpose of enabling the probationer to—

(a) make submissions to the Commissioner regarding the proposal, or

(b) obtain advice, including professional legal advice in relation to the matter,

direct that the probationary period of the probationer be extended for a period not exceeding 28 days, and such period shall be specified in the direction.

(11) The period of 28 days referred to in paragraph (10) may be extended by the Commissioner in exceptional circumstances.

(12) A probationer whose probation has been extended under a direction, to which this Regulation applies, shall be given a copy of it and the direction shall specify the period of extension of probation and the reason or reasons for such extension.

(13) A probationary period shall not, save in exceptional circumstances and with the consent of the Minister, exceed a total of 3 years.

Hours of Duty

Hours of duty for Garda Armourer are Monday to Friday 9am to 5pm. However, some flexibility may be required as these duties may involve travel, both within the State and outside. The position of Armourer is based in Garda Headquarters, Phoenix Park, Dublin 8.

Duties

- Inspection of all official weapons on issue to stations and members
- Repair and maintenance of all official weapons within An Garda Síochána
- Involved with the research and development of new police weapon systems and ancillary equipment
- Responsibility for the test-firing of new and repaired weapons
- Maintain complete and accurate records regarding repairs and parts associated with firearms repairs
- Responsible for acceptance testing of ammunition at point of manufacturer
- Liaise with specialist units, external department and suppliers
- Be prepared to undergo all approved courses relevant to the section

Annual Leave

"Members of An Garda Síochána at the rank of Garda have an annual leave entitlement of 34 days (which includes public holidays and Good Friday) with a pro rata entitlement for periods of service less than one year. For members on operational duties, public holidays and Good Friday are to be regarded as normal working days except where they happen to be rostered as rest days."

Discipline

All lawful orders, given either in writing or verbally, by those in authority, must be obeyed. All members of An Garda Síochána are subject of the Garda Síochána (Discipline) Regulations, 2007, as amended. Penalties for breaches of these Regulations may range from a caution to a dismissal.

Uniform and Equipment

The uniform and equipment provided to a member will remain at all times the property of An Garda Síochána. The member will be responsible for its care and must return it in good condition when required to do so. It must not be used except for authorised purposes and the member may be liable to pay any charge imposed for articles lost or damaged.

Pay and Allowances

The pay of all public servants is determined by the Minister of Public Expenditure and Reform in consultation with relevant parties. In addition, the Haddington Road Agreement provides for a review of Garda Síochána including the “*remuneration and conditions of service of An Garda Síochána*”. The rates of pay and allowances are therefore indicative and are therefore subject to change.

Salary (which incorporates rent allowance): €48,512.30

As provided in the Department of Finance Circular 6/95, which relates to revised social insurance status and conditions of service of certain civil servants, Class A rate of PRSI contribution will apply to persons appointed to established civil service positions on or after 6th April, 1995 **unless** any such person was, immediately prior to appointment, serving elsewhere in the public sector in a position in respect of which s/he was paying the Class B, C or D rate of PRSI contribution.

It should also be noted that:

- a) an officer’s date of appointment will be the determining factor in deciding which PRSI class is applicable – officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will, subject to the above paragraph, be covered by Class A insurance;
- b) officers appointed before 6th April, 1995 who resign from the civil service prior to or after that date and who are subsequently re-appointed or re-admitted to established positions on or after 6th April 1995 will, subject to the above paragraph, be covered by Class A insurance;
- c) officers appointed before 6th April, 1995 who were granted special leave (with or without pay) or career breaks prior to that date, or who are granted special leave after that date, will not, on resuming duty on or after 6th April, 1995, be liable for Class A insurance; and
- d) unestablished officers who are serving on 5th April, 1995 and who, without a break in their employment, are subsequently appointed to established positions will not, on such appointment, be liable for Class A insurance.

With regard to PRSI classification Class A rate PRSI applies to those appointed to established civil service positions on or after 6 April 1995. Persons employed in these employments before 6 April 1995 ***and continue to do so*** are insured at a modified class of insurance and pay a reduced rate of PRSI. Persons employed in employment for whom the modified rate of PRSI applies and who are subsequently employed ***without a break in service*** in any other employments, for which the modified rate applies, may continue to be insurable at the modified rate in the new employment. It is therefore recommended that candidates are advised to consult with the Department of Social Protection regarding the implications to their own PRSI Class.

Transfer of Service

a) Provisions relating to pre-existing superannuation schemes

As provided for in the Superannuation Handbook and Guidance Notes, Established Civil Service Scheme, Chapter 15 states, *inter alia*:

The Transfer Scheme (The Public Sector Transfer Network) provides for the reckoning by each participating organisation of earlier pensionable service with any other member of the transfer 'network'. Under its provisions, there are links between the civil service, An Garda Síochána, the Defence forces, the national and secondary teaching services and a large number of other participating bodies, comprising virtually all of the Irish public sector, together with a small number of private organisations.

Paragraph 15.12 states:

In the case of transfers to and from certain groups with enhanced superannuation terms, e.g. An Garda Síochána and Prisons Service (both of which allow doubling of benefit for service in excess of 20 years, so that 30 years actual pensionable service equates to 40 years service in 'normal schemes') – a system of 'uniform accrual' operates. A person transferring into such a group has two options.

S/He may opt to be credited with 3/4ths of his/her previous service in which case the reduced service (when added to the subsequent actual service in these groups) would, where appropriate, attract the 'double benefit' provisions.

Alternatively, s/he may opt to carry his/her full actual service, in which case doubling of benefit for service in excess of twenty would not apply to the transferred service.

A person transferring out of such a group will be credited with 4/3rds of his/her actual service.

A person transferring between two groups with similar enhanced superannuation terms will transfer the actual previous services.

Service can be transferred only at the request of the officer concerned. Transfers should be effected as soon as possible after taking up a new appointment.

b) Provisions of the Single Public Service Pension Scheme

There is no facility at present whereby a single public service pension scheme member can transfer into the single scheme pension rights acquired elsewhere. There is also no facility at present whereby a single public service scheme member can purchase additional service under the single scheme.

Retirement:

a) Provisions relating to pre-existing superannuation schemes

(1) A person who is appointed as a new entrant to the Garda Síochána on or after 1 April 2004 shall cease to be a member—

(a) on attaining the age of 55 years having completed 30 years approved service, or

(b) at a later age up to the age of 60 years subject to the Commissioner of the Garda Síochána being satisfied that the member is fully competent and available to undertake, and fully capable of undertaking, the duties of his or her position as a member of the Garda Síochána.

- (2) For the purposes of *subsection (1)(b)* the Commissioner of the Garda Síochána shall require, at such intervals as the Commissioner considers appropriate, certification as to the health and fitness of the member concerned by a medical practitioner nominated by the Commissioner.

b) Provisions of the Single Public Service Pension Scheme

Full provisions of the Single Public Service Pension Scheme are available in the 'Public Service Pensions (Single Scheme and Other Provisions) Act 2012' and the 'Single Public Service Pension Scheme, General Outline of Standard Terms'.

<http://www.irishstatutebook.ie/eli/2012/act/37/enacted/en/html>
<http://www.per.gov.ie/en/pensions/>

Code of Practice

The Garda Commissioner will conduct the competition for Armourer in compliance with the Commission for Public Service Appointments' (CPSA) [Code of Practice for Appointment to Positions where the Garda Commissioner has Statutory Responsibilities](#)

The Codes of Practice are available on the website of the Commission for Public Service Appointments, www.cpsa.ie.

The Code of Practice sets out the procedures to address candidates' requests for review and candidates' complaints in relation to an appointment process. Issues relating to the various stages should be addressed to the Garda Commissioner, Garda HQ, Phoenix Park, Dublin 8.

The code reflects the following core principles:

Probity
Merit
Best Practice
Fairness and Consistency
Openness, Accountability and Transparency

Under the Code of Practice An Garda Síochána is obliged to:-

- Provide all eligible candidates with a reasonable opportunity to apply for the post
- Ensure that the eligibility requirements are appropriate to the duties and requirements of the post
- Treat all candidates in a fair, impartial and equal fashion and ensure that their applications are dealt with in confidence
- Select candidates according to merit using sound, objective and appropriate selection techniques
- Ensure there is appropriate expertise among the board selecting candidates
- Comply with all relevant legislation, for example Equality, Employment Law, Data Protection and Freedom of Information
- Provide a review and appeals mechanism.

Review and Complaints Procedures

Section 7 – Request for a Review

A request for Informal Review must be made within 5 working days of notification of the decision. Full details on this process are available in Section 7 of the CPSA Code of Practice.

Section 8 – Allegation of a breach of the Code of Practice

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe. Full details on this process are available in Section 8 of the CPSA Code of Practice.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. It is not necessary for a candidate to compile a detailed case prior to invoking the appeals mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

Candidates' obligations:

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed, and
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Applicants should note that under Section 5 of the Code of Practice anyone engaging in Personation is liable on summary conviction to a fine and/or imprisonment. Any attempt, direct or indirect by an Applicant to use influence by way of canvassing in connection with his/her application will cause him/her to be disqualified from the competition.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Confidentiality of Information and Materials

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

An Garda Síochána does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

Data Protection Acts 1988 & 2003

Requests under the Data Protection Acts 1988 & 2003, should be submitted in writing to:

The Data Protection Co-Ordinator
National Vetting Bureau,
Racecourse Road,
Thurles,
Co Tipperary

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s).

A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the “Public Appointments Service” or “An Garda Síochána. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Failure to complete the Application form fully and truthfully will result in the rejection of your application.