

Step 1:

- Download and print our [Garda Vetting Form](#).
- Fill in details by hand. This form **CANNOT** be accepted electronically.
- Include photocopy of ID: either birth certificate, passport or driver's licence. This form **cannot** be processed without ID.
- Include proof of address: either bill/bank statement with stated address dated **within last 6 months** or letter from employer stating address. This form **CANNOT** be processed without proof of address.
- Return via post to Suas Educational Development, Ireland Education Programme, Floor 1/2 Unit 3 Whitefriars, Aungier Street, Dublin 2.

Step 2:

- Your vetting application will be submitted through **National Youth Council of Ireland**.
- Keep an eye on your inbox for an email from the Vetting Bureau (you will receive an email from evetting.donotreply@garda.ie and **NOT** a SUAS email). The subject line will read: **Vetting Request**, followed by your reference number.

You should receive this email within 1 to 2 weeks of submitting your paper form. If you do not receive an email within this timeframe, please get in touch with us at suasireland@suas.ie OR 01 662 1400 as soon as possible.

Step 3:

- Follow instructions outlined in the email from the Vetting Bureau. If you are experiencing any difficulty, please do not hesitate to contact us.

Please complete this online form as soon as you receive the email from the Vetting Bureau to ensure that you will be vetted in time for the start of your Suas project.