

All CÉIM leaders are required to satisfactorily complete a Garda vetting process.

NUI Galway Students' Union is working in collaboration with Volunteer Galway to process CÉIM leader Garda vetting applications. We ask that CÉIM leaders promptly locate the required personal identification and complete the required forms in order to make the Garda Vetting procedure straightforward and quick for everyone involved.



1 Locate your identification

You need to show us two forms of identification.

- (1) You must show your NUI Galway ID card and
- (2) One of the following forms of identification: (A) Irish Public Services Card, (B) Irish driver's licence or learner permit (card format only), or (C) Passport



2

Go to the Students' Union

- Bring your two forms of identification to the Students' Union Reception in Áras na Mac Léinn (near the Student Health Centre).
- We will scan a copy of your Student ID card and other form of identification.
- You will be asked to sign a hardcopy Garda Vetting Invitation Form in the Students' Union and ensure all of the information on the form is correct.
- The form will then be sent to Volunteer Galway for processing.



3

Complete online Garda Vetting Form

- You will receive an email from Volunteer Galway to your NUI Galway email address with a link to an online Garda Vetting Form.
- You need to complete this form and submit it as quickly as possible (ideally within a week of receiving it).



4

Your application is processed

- The Garda Vetting Bureau processes your vetting application.



5

You are told the outcome

- Volunteer Galway view the outcome of your vetting application and forward the result to NUI Galway Students' Union.
- NUI Galway Students' Union informs you of the outcome.