



**Requirements for members of Religious Orders
taking up residence in the Diocese
and persons in any form of consecrated life wishing to be
involved in pastoral ministry in the Diocese**

July 2022

Requirements for Visiting Religious within Ireland and from outside Ireland who wish to minister at a once-off event

If a person is present for a single event in a parish:

- They should sign the sacristy register to declare their presence for a particular date and time.
- They must provide a letter of good standing from their bishop or superior for inspection by the parish priest or other delegated person, and this should be noted beside their signature in the sacristy register.

Requirements for Members of Religious Orders within or outside the Republic of Ireland who will be involved in ongoing ministry in the Diocese

In advance of taking up residence, and before beginning any ministry, any person who wishes to be involved in pastoral ministry in the Diocese of Galway must:

- Write seeking permission from the bishop of the Diocese of Galway, giving details of the duration and location of the visit and the type of ministry involved.
- Provide name and contact details for their bishop or superior, and contact details of the church authority to which they are incardinated.
- Provide a testimonial letter from their bishop or religious superior.
- Complete a declaration of good standing form and have their church authority complete the confirmation of good standing section: – see pages 3 and 4 of this protocol document.
- If coming from outside Ireland, they must provide a police clearance certificate from their originating country, confirming that they have no criminal convictions.
- Undertake a vetting check through the Western Province Vetting Service. (See pages 5, 6 and 7 of this protocol document.)
- Attend a safeguarding information session with Mr Kevin Duffy, Diocesan Safeguarding Officer, and familiarise themselves with the Safeguarding Policy Handbook and other policies/forms for the diocese: www.galwaydiocese.ie/safeguarding/policies

<p>Have you any criminal record, or had criminal charges brought against you?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', give details:</p>
<p>Have you experienced any behavioural problems, past or present, which would indicate that you might deal with children or vulnerable adults in an inappropriate manner?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', give details:</p>
<p>Have you ever been involved in an incident or exhibited behaviour that called in to question your fitness or suitability for ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error, or any other lapse of judgement?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', give details:</p>
<p>If approved for temporary ministry, I agree to abide by the requirements of diocesan Safeguarding Policy and Procedures, and will attend a safeguarding information session with Mr Kevin Duffy, Safeguarding Officer for the Diocese of Galway. I confirm I have read the Child Safeguarding Policy Statement for the diocese.</p>
<p>I authorise the verification of the information provided on this form as to my previous ministries and personal information. I also authorise the appropriate necessary sharing of the information I provide to the Diocese of Galway.</p>
<p>Applicant signature: _____ Date: _____</p>

<p>CONFIRMATION SECTION</p> <p>TO BE COMPLETED BY THE APPLICANT'S CHURCH AUTHORITY</p>
<p>Do you approve the applicant's request to minister in the Diocese of Galway?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>I verify the information provided in this form as to the applicant's previous ministries and personal information. I authorise the appropriate and necessary sharing of the information I provide to the Diocese of Galway.</p> <p>Signature of applicant's church authority: _____ Date: _____</p> <p>ATTACH SEAL:</p>

DATA PROTECTION: The Diocese of Galway will process the personal data contained in this form in its legitimate interests in connection with your application for ministry in the diocese. The data will be stored for as long as is necessary. For further information, see the Diocesan Privacy Policy or contact the Data Protection Officer at dpo@elphindiocese.ie

DIOCESE OF GALWAY OFFICE USE ONLY:

Approved: _____ Date: _____
Chancellor / Diocesan Secretary

**Western Province Diocesan Vetting Service
Vetting Invitation**

Ref No:

Please complete using **BLOCK CAPITALS** and return form to the following address:
**WESTERN PROVINCE DIOCESAN VETTING SERVICE, GALWAY PASTORAL CENTRE,
 NEWTOWNSMITH, GALWAY CITY**
DO NOT send this form directly to the National Vetting Bureau or to any Garda Station

Section 3 – Organisation Information

Name of Organisation Requesting Vetting <i>(Diocese/Parish/School/Diocesan Agency)</i>	Diocese of Galway
Contact Person <i>(Bishop/Priest/Chairperson of Board of Management/Agency Manager)</i>	Rev. John Gerard Acton Diocesan Secretary
Address of Organisation	Diocesan Office The Cathedral Gaol Road Galway H91 A780
Email Address for contact Person:	jgacton@galwaydiocese.ie
Contact Number:	091 563566
Roll Number (Schools Only):	N/A

The Applicant has provided documentation* to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016

Please tick: List Documents Provided:

Contact Person Signature:

Date:

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Notes:

***Valid Forms of Identity must include Photo ID, Proof of Date of Birth and Proof of Current Address. e.g. Passport plus Current Utility Bill.**

The Contact Person should return this to:

**VETTING ADMINISTRATOR
 WESTERN PROVINCE VETTING SERVICE
 GALWAY DIOCESAN PASTORAL CENTRE
 NEWTOWNSMITH
 GALWAY CITY**

IDENTITY DOCUMENTS CHECKLIST FOR GARDA VETTING

Documents provided must add up to a score of 100.

FORMS OF PHOTOGRAPHIC IDENTIFICATION	SCORE	TICK
Irish driving license or learner permit (credit card format)	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity card (EU/EEA/Swiss citizens)	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID: <ul style="list-style-type: none"> • Card issued by employer (with name and address) • Card issued by employer (name only) 	35 25	
Letter from employer within last 6 months confirming name and address	35	
P60, P45, or payslip (with home address)	35	
OTHER FORMS OF IDENTIFICATION	SCORE	TICK
Utility bill (e.g gas, electricity, broadband) less than 6 months old <i>Printed online bill is acceptable. Mobile phone bills are not acceptable.</i>	35	
Social services card or medical card Social services or medical card including photograph	25 40	
Bank / building society / credit union statement	35	
Credit / debit card / passbook (only 1 per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card: <ul style="list-style-type: none"> • Club, union or trade, professional bodies • Educational institution 	25 25	
Correspondence: <ul style="list-style-type: none"> • From an educational institution/SUSI/CAO • From an insurance company regarding an active policy • From a bank/credit union or government body or state agency 	20 20 20	
Children under 18 years (any one of the following): <ul style="list-style-type: none"> • Birth certificate • Passport • Written statement by the Principal confirming attendance at an educational institution, on headed paper from that institution 	100 100 100	
Recent arrival in Ireland (less than 6 weeks): <ul style="list-style-type: none"> • Passport 	100	
Vetting subject is unable to achieve 100 points: <ul style="list-style-type: none"> • Affidavit witnessed by a Commissioner for Oaths 	100	
TOTAL SCORE:		



CHILD SAFEGUARDING POLICY STATEMENT

of the

DIOCESE OF GALWAY, KILMACDUAGH & KILFENORA

As a constituent member of the Catholic Church in Ireland, we recognise and uphold the dignity and rights of all children, are committed to ensuring their safety and well-being, and will work in partnership with parents/guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual, and social development.

All Church personnel (including clergy, religious, staff, and volunteers) have a responsibility to safeguard children through promoting their welfare, health, and development in a safe and caring environment that supports their best interests and prevents abuse.

If you have a suspicion, concern, knowledge, or allegation that a child is being or has been abused, please contact our designated Diocesan Liaison Person:

Mr Kevin Duffy

Diocesan Pastoral Outreach Centre, Newtownsmith, Galway

Mob. 087 6141736

If you wish to report directly to the statutory authorities, please contact either:

- An **Garda Síochána** at 1800 555 222, through the emergency number 999 or 112, or your local Garda station; or
- Your local **Tusla** Child and Family Agency Duty Social Worker at:
Galway/Roscommon 091 546235
Mayo 094 9042030
Clare 061 482792