



Protocols for Visiting Clergy

**and persons in any form of consecrated life
wishing to be involved in pastoral ministry in the Diocese**

February 2025

Diocese of Galway, Kilmacduagh and Kilfenora

Diocesan Offices, The Cathedral, Galway H91 A780

T. 353 (0)91 563566

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W. www.galwaydiocese.ie

Registered Charity No.20014438 CHY7072

Requirements for Visiting Clergy 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 Visiting Clergy from outside the Republic of Ireland who wish to be involved in ministry in the Diocese beyond a once-off event

In advance of the intended visit, and before beginning any ministry, a visiting cleric (or 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 to 7 of this protocol document.)
- Attend a safeguarding information session with Ms Aileen Cawley, Diocesan Designated Liaison Person, and familiarise themselves with the Safeguarding Policy Handbook and other policies/forms for the diocese:
<https://www.galwaydiocese.ie/safeguarding/policies>

DECLARATION & CONFIRMATION OF GOOD STANDING

The Diocese of Galway reserves the right to grant or refuse permission to be involved in ministry in either diocese.

DECLARATION SECTION: To be completed by the Applicant	
Name of Applicant:	
Email:	
Phone:	
Date of birth:	
Why do you want to minister in this diocese?	
Are you coming to this diocese temporarily? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Date on which you seek to begin ministry in this diocese:	
Current appointment	Position: <hr style="border-top: 1px dashed black;"/> Address: <hr style="border-top: 1px dashed black;"/> Date from:
Previous appointment 1	Position: <hr style="border-top: 1px dashed black;"/> Address: <hr style="border-top: 1px dashed black;"/> Date from: Date to:
Previous Appointment 2	Position: <hr style="border-top: 1px dashed black;"/> Address: <hr style="border-top: 1px dashed black;"/> Date from: Date to:
Previous Appointment 3	Position: <hr style="border-top: 1px dashed black;"/> Address: <hr style="border-top: 1px dashed black;"/> Date from: Date to:
<i>Details of additional appointments should be given on a separate sheet and attached to this form.</i>	
Have you ever been suspended or otherwise canonically disciplined? <p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> If 'Yes', give details:	

Have you any criminal record, or had criminal charges brought against you?

YES NO

If 'Yes', give details:

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?

YES NO

If 'Yes', give details:

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?

YES NO

If 'Yes', give details:

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 Ms Aileen Cawley, Designated Liaison Person for the Diocese of Galway. I confirm I have read the Child Safeguarding Policy Statement for the diocese.

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.

SIGNATURE:

DATE:

CONFIRMATION SECTION

TO BE COMPLETED BY THE APPLICANT'S CHURCH AUTHORITY

Do you approve the Applicant's request to minister in the Diocese of Galway? YES NO

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 provided.

Signature/seal of Applicant's Church authority:

Date:

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. 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

DIOCESAN OFFICE USE ONLY

Approved: _____ Date: _____

Western Province Diocesan Vetting Service

Vetting Invitation

Ref. No.:

Please complete using **BLOCK CAPITALS** and return this form to the Contact Person listed under Section 3 on the next page.

DO NOT send this form directly to the National Vetting Bureau or to any Garda station.

SECTION 1 — PERSONAL INFORMATION

Under Section 26(b) of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

FORENAME																				
MIDDLE NAME																				
SURNAME																				
DATE OF BIRTH																				
EMAIL																				
PHONE NUMBER																				
ROLE BEING VETTED FOR																				
CURRENT ADDRESS																				
Line 1																				
Line 2																				
Line 3																				
Line 4																				
Line 5																				
Eircode																				

SECTION 2 — APPLICANT'S CONSENT AND SIGNATURE

I have provided documentation to validate my identity as required. I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

PLEASE TICK																					
APPLICANT SIGNATURE																					
DATE	D	D	M	M	Y	Y	Y	Y													

Western Province Diocesan Vetting Service

Vetting Invitation

Ref. No.:

SECTION 3 — ORGANISATION INFORMATION

Name of Organisation Requesting Vetting <i>(Diocese/Parish/School/Diocesan Agency)</i>	Diocese of Galway								
Contact Person <i>(Bishop/Priest/Chair of Board of Management/Agency Manager)</i>	Rev. John Gerard Acton Diocesan Secretary								
Address of Organisation	Diocesan Office The Cathedral Galway H91 A780								
Email for Contact Person	jgacton@galwaydiocese.ie								
Contact Number	091 563566								
Roll Number <i>(Schools only)</i>									
The Applicant has provided documentation* to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.									
Please tick: <input type="checkbox"/>	List documents provided: <input style="width: 400px;" type="text"/>								
Contact Person signature: _____									
DATE	<table style="border: none; margin: 0 auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">D</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">D</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

***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 form to:

Vetting Administrator
 Western Province Diocesan Vetting Service
 Diocesan Pastoral Outreach Centre
 Newtownsmith
 Galway

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>A printed online bill is acceptable. Mobile phone bills are not acceptable.</i>	35	
Social services card or medical card	25	
Social services or medical card including photograph	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	



Safeguarding Children

Diocese of Galway, Kilmacduagh and 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.

A Risk/Hazard Assessment with regard to the Safeguarding of Children has been completed and is available from the Parish Priest. A similar Risk/Hazard Assessment for the Diocese of Galway is available at www.galwaydiocese.ie

Concerns?

If you are concerned about the welfare and safety of children or wish to raise a matter from the past, you may contact any of the following:

Diocesan Safeguarding Service

Ms Aileen Cawley (Diocesan Designated Liaison Person)
Tel: 085 - 2288047 Email: acawley@galwaydiocese.ie

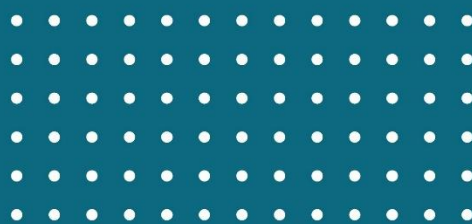
Statutory Authorities

Garda National Protective Services Bureau
Tel: 01 666 3430 / 3423

Garda Confidential Service
Tel: 1800 666 111

Tusla

Galway Tel: 091 546235
Mayo Tel: 094 9042030
Clare Tel: 061 482792



Contact Us 

For further information on safeguarding children in our Diocese, please contact:
Fr John Gerard Acton
jgacton@galwaydiocese.ie
091 - 563566