

Template to follow for letter requesting personal information regarding criminal records under Data Protection Act

Include photocopy of ID with this request (e.g. copy of driving licence or passport)

PLEASE NOTE: Health Board staff and others with Garda Clearance Certificates in work file, can send a copy of this, plus photo ID, instead of seeking Garda Statement.

Your Address

Garda Central Vetting Unit.
Racecourse Road,
Thurles,
Co Tipperary

F.A.O. Assistant Commissioner

Under section 4 of the Data Protection Act, 1988, I would like to determine if any information is held on me in the Garda Criminal Records Database including the Criminal Records Database.

Full Name: ----- nee ----- (married -----(date))

D.O.B.:

Current Address:

Previous Addresses: *[It is necessary to fill in a complete record of previous addresses (Republic of Ireland) along with the dates you lived there and any/all names you used while there – e.g. maiden name]*

Dates
Name
Address

Dates
Name
Address

Dates
Name
Address

I enclose a cheque for €6.35 made payable to 'The Accountant, Dept of Justice' to cover the cost of this search.

Yours sincerely,
Name

DO NOT WRITE DIRECTLY ONTO THIS SHEET – THIS IS ONLY A GUIDE SO THAT YOU CAN WRITE YOUR OWN LETTER USING FORMAT ABOVE.

Please send CTC a copy of the letter and ID you send and the reply you receive