



## Overseas Clearance Guidelines

**Applies to Applicants who have resided overseas for a period of 6 months or more:**

**Please Note:** The Garda Vetting form which you complete and submit online only covers addresses in the Republic of Ireland and Northern Ireland. If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish the Human Resources Office with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. Seeking security clearances from other countries (e.g. UK, USA etc.) are the responsibility of the candidate. It is a process which can take a significant amount of time. Therefore, if you are interested in becoming a volunteer with WSI, we would strongly advise that you commence seeking international security clearances now. If you require overseas security clearance and are unable to produce it at the time of application then the application may be withdrawn.

**Note:** Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK. The following websites may be of assistance to you in this regard:

**United Kingdom London: [content.met.police.uk/Article/Making-a-subject-access-request](https://content.met.police.uk/Article/Making-a-subject-access-request)**

**Metropolitan Police Service - Your right to information**

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

[www.southwalespoliceauthority.org.uk/](http://www.southwalespoliceauthority.org.uk/)

[www.north-wales.police.uk](http://www.north-wales.police.uk)

**Links to UK Police Force sites**

This website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Force's website.

[www.gov.uk/make-a-freedom-of-information-request/organisations](http://www.gov.uk/make-a-freedom-of-information-request/organisations)

(This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).



## Australia

[www.afp.gov.au](http://www.afp.gov.au)

This website will provide you with information on obtaining a national police clearance certificate for Australia.

## New Zealand

[www.courts.govt.nz](http://www.courts.govt.nz)

This website will provide you with information on obtaining police clearance in New Zealand

## United States of America

**Please Note:** Valid Security/Overseas Clearance from the USA must be obtained from the FBI only <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

### FBI - Guide for Obtaining Your FBI Identification Record

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

## Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

**Please Note:** original documents only will be accepted. If you require the original back, a copy of your Clearance will be retained on file and the original returned to you by post.

**NB:** Candidates who fail to produce the required documents may have their application withdrawn. Any costs incurred in this process will be borne by the candidate. In the absence of documents please provide proof of your attempts to obtain these documents i.e. letters from Embassies or Law Enforcement Authorities