



**EMPLOYMENT AGENCY ACT, 1971 – APPLICATION FOR RENEWAL OF LICENCE**

Dear Sir/Madam,

We are writing to inform you that your current Employment Agency Licence is due to expire shortly. If you wish to continue on the business of an employment agency you should complete and return the enclosed Renewal Application Form.

Every renewal application must include the following **three** items:

**1. Renewal Form completed and signed.**

**2. €500 Fee.**

Enclose with your application a Cheque or Bank Draft for €500 in respect of the application fee, payable to: "Minister for Jobs, Enterprise & Innovation".

**3. Garda Vetting Form.**

Please complete and sign the enclosed Garda Vetting form and *return it to us with the rest of your renewal application*. Do **not** send this form directly to the Garda Central Vetting Unit. This form **must contain the applicant's address history (back to his/her date-of-birth) and the applicant's PPS number** (see accompanying explanatory sheet).

Please post your renewal application to:

**The Employment Agency Section – Room 315  
Department of Jobs, Enterprise & Innovation  
Davitt House  
65A Adelaide Rd  
Dublin 2**



## **Employment Agency Licence - Renewal Application Form**

Application for a licence under the Employment Agency Act 1971

I (**Full Name**) \_\_\_\_\_

of (**Home Address**) \_\_\_\_\_

\_\_\_\_\_

hereby apply to the Minister for Jobs, Enterprise and Innovation for a licence to carry on the business of an employment agency at (**Agency Address**):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Trading Name of Agency:** \_\_\_\_\_

**Name of Incorporated Body** (if applicable) \_\_\_\_\_

(i.e. "Limited Company")

Name(s) of Directors (if applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Date** \_\_\_\_\_



**An Roinn Post, Fiontar agus Nuálaíochta**  
**Department of Jobs, Enterprise and Innovation**

<b>SURNAME:</b>				<b>PREVIOUS NAME (if any):</b>			
<b>FORENAME:</b>		<b>ALIAS:</b>		<b>P.P.S. No</b>			
<b>DATE OF BIRTH:</b>			<b>PLACE OF BIRTH:</b>				
<b>HAVE YOU EVER CHANGED YOUR NAME? Yes <input type="checkbox"/> No <input type="checkbox"/></b>							
<b>IF YES PLEASE STATE FORMER NAME:</b>							
<b>PRESENT ADDRESS AND ALL PREVIOUS ADDRESSES:</b>							
House No.	STREET	TOWN	COUNTY	POST CODE	COUNTRY	YEAR FROM	YEAR TO

**Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?**  
**No  Yes  If yes please provide details:**

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DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION**

**TO: Commissioner, An Garda Síochána,  
 Central Vetting Unit, Racecourse Road, Thurles, Co. Tipperary.**

I, the undersigned, who have applied to work as **A Recruitment Agency** hereby authorise An Garda Síochána to furnish to the **Department of Jobs, Enterprise and Innovation** a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere **or** a statement of all prosecutions, successful or not, pending or completed, in the State or elsewhere, as the case may be.

**Sign Here**

**Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

( \_\_\_\_\_ )  
 Authorised Signatory: \_\_\_\_\_  
 (For Department use only) ( \_\_\_\_\_ ) A.S. #

Date: \_\_\_\_\_

According to Garda records there are no previous convictions recorded against the above named applicant.   
**or** the following convictions appear on Garda Records:

**NOTE** Checks were carried out by this office based on the information supplied.  
 The convictions supplied may apply to the subject of your enquiry. Please verify before use.

**Signed:** \_\_\_\_\_ **Member I/C**

C.V.U
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## Information on the Completion of Garda Vetting Forms

The Garda Síochána will refuse to process Garda Vetting Forms that they consider 'incomplete'.

We have highlighted below some of the reasons why forms are being returned unprocessed.

We appreciate that there is a considerable burden involved in completing these forms, especially for those applicants who are merely renewing licences and have previously received Garda Vetting. However, under current legislation, the Department has an obligation to obtain Garda Vetting annually for licence holders.

Please remember to **return the Vetting Form along with the rest of your application to the Employment Agency Section at the Department**. You should *not* send this form directly to the Garda Vetting Unit.

Thanks for your help.

### Block Capitals

We know the boxes are quite small but try and use block capitals and make it as legible as possible. If you can't fit your previous addresses in the space provided, you could type/write them on a separate sheet of paper or on the blank reverse side of the form.

### P.P.S. Number (Personal Public Service Number)

Make sure to include this number. If you don't have a PPS number, state 'never issued with PPS number'

### Previous Addresses

State **all** previous addresses (**back to date-of-birth**) and the length of time resided at each address, including any overseas addresses. If you don't have enough room in the space provided, you can list these on the reverse of the form. If there is a 'gap' in your address history, the Gardai will return the form unprocessed.

### Period of Residence in Republic of Ireland

The applicant who is completing the vetting form must have resided in the Republic of Ireland for a period of at least six months. Other applicants should get a police check done in the country where they currently reside or have recently resided.