

# Application for a criminal records check for aviation security

## INFORMATION TO THE APPLYING COMPANY

For faster processing, send in a complete application with the necessary attachments.  
If possible fill in the form electronically or write clearly.



80672011

### Applying company

Company		VAT/Organisation number
Address		Phone number
Postal code	City and Country	
Signature of authorised reference person		Name (in block letters)

### Subcontractor (when whom the criminal records check concerns is employed by a subcontractor)

Subcontractor	Contact person of the subcontractor
E-mail address of the contact person	Phone number of the contact person

### The criminal records check concerns

Surname	Forename(s) (List all given names, first name underlined)
Swedish personal identity number (YYMMDD-XXXX)	Co-ordination number (Ten digits)
Sex	Mobile number
Current citizenship (Country, Countries)	Previous citizenship (Country, Countries)
Foreign passport number ( <b>foreign citizens only</b> )	Country of birth ( <b>If outside Sweden</b> )
Address information shall only be filled in if the applicant is <b>not</b> registered in Sweden	
c/o	Street
Postal code	City and Country
Copies of a valid national passport or national ID-card must be attached if the applicant is a <b>foreign citizen</b> .	

### Country of residence other than Sweden for the last five years

Has the person had his/her country of residence other than Sweden during the last five years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes indicate which country or countries	
Last residential address abroad (refers to a permanent residence for 6 months or longer)	
c/o	Street
Postal code	City and Country
Extracts from the authorities in the respective country of residence showing that no crimes have been committed that caused an occurrence in any register must be attached to the application if <b>Yes</b> is stated above.	



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**Reason for check** (check the position that corresponds to the employment held by the person the register check refers to)

<b>A position...</b>	
<input type="checkbox"/> that permits unescorted access to security authorised and restricted areas	<input type="checkbox"/> that entails unescorted access to necessities used onboard
<input type="checkbox"/> as certified security personnel	<input type="checkbox"/> that entails unescorted access to necessities to the airport
<input type="checkbox"/> that entails that the person has more than limited access to highly sensitive confidential information of importance for aviation security	<input type="checkbox"/> entailing a person to carry out security checks, access checks or other security measures outside an authorised area
<input type="checkbox"/> that entails that a person is issued a crew identity card	<input type="checkbox"/> that permits administrator rights or unsupervised and unlimited access to critical information and communication technology systems and data used for civil aviation security purposes
<input type="checkbox"/> as a security manager	<input type="checkbox"/> at a haulier that permits unescorted access to air cargo and mail, in-flight supplies or airport supplies to which the required security controls have been applied
<input type="checkbox"/> as an instructor carrying out courses for security personnel and EDD-teams	
<input type="checkbox"/> as a validator of aviation security in the EU	
<input type="checkbox"/> as a dog handler in an EDD-team	
<input type="checkbox"/> that entails unescorted access to identifiable air cargo	

**Occupation/position applied for**

**End date** (if the assignment is temporary)

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**Describe the intended duties** (to clarify what the position entails)

**Declarations by the authorised reference person: I hereby declare**

<input type="checkbox"/> that an approved basic background investigation has been carried out
<input type="checkbox"/> that the applicant has given consent to the criminal records check
<input type="checkbox"/> that the applicant has been informed on how The Swedish Transport Agency processes personal data according to GDPR
<input type="checkbox"/> that the guardian(s) has given consent of the criminal records check (if the applicant is under 18 years of age)

**Renewal of a current criminal records check**

The application applies to a renewal of a current criminal records check according to the old Security Protection Act (1996:627) to a criminal records check according to the present Security Protection Act (2018:585).

Yes    No

**To be completed by the airport concerned** (only applies for access/badge to restricted areas at an airport)

It is hereby certified that a legitimate reason for a criminal records check exists.

To be signed by an authorised security officer at the airport concerned.

Airport	Date
Signature of security officer	Name (in block letters)

The application is sent to:  
**Swedish Transport Agency**  
 Department of Civil Aviation and Maritime Affairs  
 Section for säkerhetsskydd  
 Registerkontroll  
 601 73 Norrköping

# Information and instructions

## Swedish citizenship

A Swedish citizen must present to the operator a valid passport, ID card or other ID document issued by the Swedish authority verifying the identity. Copies of these identification documents shall not be enclosed with the application.

## Foreign citizenship

A foreign national must present to the operator a valid national passport or a national ID-card (EU-citizen) verifying the identity. When applying for a criminal records check for foreign nationals, certified copies of the original valid passport or national ID-card must be attached to the application. The copies must be in colour and include relevant pages showing: photograph, social security number, full name, signature, country of birth, gender, validity period and MRZ-code. The passport's hardcover is also regarded as relevant pages.

The certification must be written on the actual copies but must not be placed or written in such a way that the information of the identity document becomes hidden or difficult to translate. The certification must contain the following information:

- a. True copy of the original document
- b. Signature and name in block letters
- c. Phone number

## Restrictions

The Swedish Migration Agency has restrictions on passports and ID documents from certain countries that are not accepted as proof of identity. The Swedish Transport Agency complies with these restrictions, which means that these ID documents will not be accepted for verifying identity when applying for criminal records checks.

## Country of residence other than Sweden during the last five years

When an operator employs a person who has had a country of residence\* other than Sweden during the past five years, the person must be able to present extracts from criminal records or equivalent from the authorities in the respective country/countries of residence showing that no crimes have been committed. The extract must be in English or Swedish or translated into one of these languages, by an authorised translator. The extract in original language and the translation, must be attached to the application for a criminal records check.

\* Country of residence refers to any country in which a person has been resident continuously for six months or more; an interruption means unreported time for more than 28 days in the employment or training list.

## Declarations by the authorised reference person

In the application for a criminal records check the reference person must be able to declare with certainty:

- that a basic background investigation, approved by the employer, has been carried out before the
- that consent to a criminal records check has been obtained from the applicant by a specified form which has then been saved in the applicant's personal file for presentation during supervision,
- that consent to a criminal records check has been obtained from a guardian, if the applicant is under 18 years of age, by a specified form which has then been saved in the applicant's personal file for presentation during supervision,
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It is therefore important that the reference person is aware that the above-mentioned tasks have been carried out by someone else, if it is not their responsibility to carry them out themselves.



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The forms and information provided for the above declarations are available on our website: [Check of criminal records for aviation security - Transportstyrelsen](#)

### Basic background investigation

A basic background investigation refers to an investigation of personal relationships that are of importance for security clearance. The investigation must include a security clearance interview, gathering and assessment of qualifications, certificates, references and other relevant information. The documents obtained must describe employment and education for the past 5 years including any gaps more than 28 days.

The operator must ensure that the security clearance is intended for the right person through a reliable identity control (see the above headlines Swedish citizenship and Foreign citizenship).

Only after the person for whom the criminal records check concerns has undergone an approved basic background investigation, including a security clearance interview, and is deemed trustworthy by the operator with the interests protected in the Security Protection Act (2018:585), and in general as loyal from a security point of view in accordance with Chapter 3 Section 2 of the Security Protection Act, shall a correctly completed application for a criminal records check with the necessary attachments be sent to the Swedish Transport Agency.

### Renewal of a current criminal records check

Previously, all criminal records checks were made according to the old Security Protection Act (1996:627). On April 1, 2019 the present Security Protection Act (2018:585) came into force with new regulations on criminal records checks.

Criminal records checks according to the old Security Protection Act will expire on December 31, 2024 and must be renewed according to the present Security Protection Act before set date. Anyone that has not been renewed by then will no longer have a criminal records check by the Swedish Security Service.

### Service at an airport with security restrictions

If the person for whom the criminal records check concerns will need access/badge to a security restricted area at an airport, the application must be sent to the airport concerned to be signed by a security officer. The airport will then forward the application to the Swedish Transport Agency.

**NOTE! Documentation on the basic background check, the form with obtained consent or these instructions shall not be enclosed with the application.**

