SWEDISH TRANSPORT AGENCY

# Application for a criminal records check for aviation security

## INFORMATION TO THE APPLYING ORGANISATION

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

## Applying organisation

| | |
|---|---|
| Organisation | VAT/Organisation number |
| Address | Telephone number |
| Postal code / City and Country | |
| Signature of reference person | Full name ( in block letters) |

## Subcontractor

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

## The criminal records check concerns

| | |
|---|---|
| Surname | First name(s) (all given names, preferred name underlined) |
| Swedish social security number (YYMMDD-XXXX/Date of birth YYMMDD) | Coordination number (ten digits) |
| Sex | Telephone number |
| Current citizenship (Country/Countries) | Previous citizenship (Country/Countries) |
| Foreign passport number **(foreign citizens only)** | Country of birth **(If outside Sweden)** |

Address information shall only be filled in if the applicant is **not** registered in Sweden

| | |
|---|---|
| c/o | Street |
| Postal code | City and Country |

Please attach a copy of a valid passport or national ID card to this application if the applicant does not have Swedish citizenship. Please see annex 1.

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

| | |
|---|---|
| Has the applicant had his or her country of residence outside of Sweden within the last 5 years? | Yes ☐ No ☐ |
| If Yes indicate which country/countries | |
| | |
| c/o | Street |
| Postal code | City and Country |

Please enclose an extract from the authorities in the respective country/countries, showing that no crime has been registered.

TS8067E, 04.00, 2026-09-16

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

**A position…**

- ☐ that permits unescorted access to security authorised and restricted areas
- ☐ as certified security personnel
- ☐ that entails that the person has more than limited access to highly sensitive confidential information of importance for aviation security
- ☐ that entails that a person is issued a crew identity card
- ☐ as a security manager
- ☐ as an instructor carrying out courses for security personnel and EDD-teams
- ☐ as a validator of aviation security in the EU
- ☐ as a dog handler in an EDD-team
- ☐ that entails unescorted access to identifiable air cargo
- ☐ that entails unescorted access to necessities used onboard
- ☐ that entails unescorted access to necessities to the airport
- ☐ entailing a person to carry out security checks, access checks or other security measures outside an authorised area
- ☐ that permits administrator rights or unsupervised and unlimited access to critical information and communication technology systems and data used for civil aviation security purposes
- ☐ 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

**Occupation/position applied for**

**Describe the intended duties**

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

- ☐ that an approved basic background check has been carried out. Date:
- ☐ that the applicant has given consent to the criminal records check. Date:
- ☐ that the applicant has been informed of how The Swedish Transport Agency processes personal data according to GDPR Date:
- ☐ that the guardian(s) has given concent to the criminal records check (if the applicant is under 18 years old). Date:

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

The airport certifies that there are grounds for the Swedish Transport Agency to carry out a criminal records check.

Signed by the airport security officer.

| Airport | Date |
|---|---|
| | |

| Signature of security officer | Name (in block letters) |
|---|---|
| | |

| Please send the form by post to: | Alternatively, send the form to: |
|---|---|
| Transportstyrelsen<br>Sjö- och luftfartsavdelningen<br>Sektionen för luftfartsskydd<br>Registerkontroll<br>601 73 Norrköping | registerkontroll@transportstyrelsen.se |

# Information and instructions

### Subcontracting/outsourcing

When staff are hired from outside the organisation, the hired organisation is indicated as a subcontractor.

### Swedish citizenship

Those holding swedish citizenship are required to present a valid passport, ID card or other ID document issued by the Swedish authority verifying their identity. Copies of these identification documents shall not be enclosed with the application.

### Foreign citizenship

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

In order to authenticate the copies, the reference person, the manager or a designated employee shall attest the passport copies. The attestation shall be written on the actual copies, taking care to not block out any printed information. The attestation shall contain the following information:

a. Please write “I hereby attest that this is a true copy of the original”
b. Signature
c. Your name in block letters
d. Date
e. Position
f. Telephone number

### Restrictions

Please note, 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.

The Swedish Migration Agency’s assessment of identity documents – Swedish Migration Agency

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

When a company employs a person who has had a country of residence* other than Sweden during the past five years, the person is required to present extracts from criminal records 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 the original language and the translation, shall be attached to the application in order to perform 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 reference person

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

- That a basic background check, approved by the employer, has been carried out.
- That consent to a criminal records check has been obtained from the applicant, documented in a specific form which has then been saved in the applicant`s personal file for potential presentation during an inspection by the competent authority.
- That consent to a criminal records check has been obtained from a guardian, if the applicant is under 18 years of age, documented by a specific form which has then been saved in the applicant`s personal file for potential presentation during an inspection by the competent authority.

It is therefore important that the reference person is aware that the above-mentioned tasks have been carried out by a designated person, if it is not their responsibility to carry them out themselves.

The forms and information provided for the above declarations are available on our website:

Registerkontroll - Transportstyrelsen

## Basic background check

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

The company shall ensure that the security clearance is performed for the intended person through a reliable identity check. A correctly completed application for a criminal records check with the necessary attachments, shall be sent to the Swedish Transport Agency when the following have been completed. Firstly, the person for whom the criminal records check concerns shall undergo an approved basic background check. This includes a security clearance interview. Secondly, the person has been deemed trustworthy by the company with the interests protected in the Protective Security Act (2018:585). Thirdly, the person is deemed as loyal from a security point of view in accordance with Chapter 3 Section 2 of the Protective Security Act.

## Access to an airport with security restrictions

In the event that the person for whom the criminal records check concerns needs access and a 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.

## Nb/

Documentation from the basic background check, the form with obtained consent as well as instructions shall not be enclosed with the application.