

INFORMATION TO APPLYING COMPANY

If the application is intended for access to airport security restricted areas (see the section “reasons for check” below), the company must submit completed forms through the airport concerned. In order to obtain application forms for records check must a person authorised by the company to obtain such forms be registered with the Swedish Transport Agency. That can be done by submitting the application “Authorisation for check of criminal records for aviation security”.

Incomplete applications will prolong the processing period. Clear legible writing.

Applying company (To be completed by the Organisation, Contractor and Subcontractor)

Date	Company	VAT/Organisation number	Department
Address		Post code	City
			Contact No.
<input type="checkbox"/> It is hereby certified that an approved basic investigation has been carried out (see, the information appendix)			
Signature of authorised person		Name (in block letters)	
Place of duty		If the Application is for a temporary assignment (from until)	
If contract work; Employer			
Employer's signature		Name (in block letters)	
If contract work; Subcontractor			
Subcontractor's signature		Name (in block letters)	

The criminal records check concerns (Please attach a copy of a valid passport or national ID-card to this application if the applicant does not have a Swedish citizenship, see the information appendix).

Surname	Forename(s) (all given names, first name underlined)		
Swedish personal identity number (ÅÅMMDD-XXXX) or date of birth	Co-ordination number (ten digits)		
Address	Post code	City, Country	
Profession/position applied for	Sex	Contact No.	
Foreign passport number	Citizenship Country, Countries		
Place of birth City, Country (If outside Sweden)	Former citizenship (Country, Countries)		

Country of residence other than Sweden during 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	
<input type="checkbox"/> Extract from the authorities in the respective country showing that no crimes have been committed that caused an occurrence in any register are enclosed.	

Application for a criminal records check for aviation security

Reason for check (To be completed by the applying company). Mark an "X" in the appropriate box and describe the intended duties in the space below.

A position... <input type="checkbox"/> that permits unescorted access to security authorised and restricted areas <input type="checkbox"/> as certified security personnel <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"/> that entails that a person is issued a crew identity card <input type="checkbox"/> as a security manager <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 <input type="checkbox"/> that entails unescorted access to necessities used onboard <input type="checkbox"/> that entails unescorted access to necessities to the airport <input type="checkbox"/> entailing a person to carry out security checks, access checks or other security measures outside an authorised area.
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Reason for check – Describe the intended duties (e.g. cleaners that will have unescorted access to unauthorised areas, or security personnel that will work in the security control areas).

Information

Records check means information acquired pursuant to the Criminal Records Act (1998:620), Suspicion Registers Act (1998:621) or Police Data Act (2010:361). Records check also means acquired personal information processed by The Swedish Police Authority or The Swedish Security Service without being included in the afore mentioned register.

The personal information provided with this application will be processed in accordance with Article 6.1.e of the General Data Protection Regulation EU 2016/679 and provisions in the Security Protection Act (2018:585) and the Security Protection Ordinance (2018:658). The objective with data processing is to enable for The Swedish Transport Agency to handle and administer register checks. For further information on how The Swedish Transport Agency processes personal data and the registered person's rights, please visit www.transportstyrelsen.se/personuppgifter

Consent to check of criminal records (To be completed by the person the records check concerns)

You will be going through a security clearance process which includes a record check because you currently hold or have applied for a position with access to highly sensitive information or to security restricted areas.

I HEREBY CONSENT TO A CRIMINAL RECORDS CHECK

A check of public records may not be carried out without your consent. You are therefore requested to give your consent by signing your name below. The consent also applies to renewed checks as long you are employed in this position.

Place	Date
Signature	Name (in block letters)

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 check of criminal records exists.

Airport	Date
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Security administrator, Security Manager or equivalent at the airport.

Application shall be sent by the airport to
 Transportstyrelsen,
 Sjö- och luftfart, Sektionen för säkerhetsskydd,
 Registerkontroll,
 601 73 Norrköping, Sweden

Information

Instructions:

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.

Please note that this documentation should not be attached to the application.

The operator must ensure that the security clearance is intended for the right person through a reliable identity control.

Swedish Citizens:

A Swedish citizen must present to the operator a valid passport, ID card or other ID document issued by the Swedish authority.

Foreign Citizens:

A foreign national must present to the operator the valid national passport or national ID-card (EU-citizen). When applying for a background check for foreign nationals, a certified copy of the original valid passport or national ID-card must be attached to the application. The copy must be in colour and include relevant pages showing e.g. 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 placed or written in such a way that the information on the identity document does not become hidden or difficult to translate and must contain the following information:

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

Restrictions:

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

Only after the person for whom the background check concerns has undergone an approved basic 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 background check with the attached appendices be sent to the Swedish Transport Agency.

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 and come from an authority or an official source. The extract must be attached to the application for a criminal records check. If an extract is not attached, the application is not complete.

* 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.

NOTE! The information appendix should not be attached to the Application for a criminal records check for aviation security to the Swedish Transport Agency.