

INFORMATION TO APPLYING ORGANISATIONS

Information on date of birth of the contact person(s) (reference person(s)) is optional, but if the information is not provided, the reference persons may not be able to access the e-service when a login is provided for foreign operators. They will then have to continue to apply by paper forms, which will prolong the application process. Learn more about how the Swedish Transport Agency processes personal data according to the GDPR on our website:

[Check of criminal records for aviation security - Transportstyrelsen](#).

Accompanying authorities and responsibilities regarding the role of the reference person can be found in the attached appendix.

Please fill in the form electronically or write clearly.

The business concerns/Contract work to be carried out within:

<input type="checkbox"/> Instructor	<input type="checkbox"/> EDD	<input type="checkbox"/> Air carrier	<input type="checkbox"/> Airport	<input type="checkbox"/> Regulated agent
<input type="checkbox"/> Regulated supplier	<input type="checkbox"/> Known consignor	<input type="checkbox"/> Known supplier	<input type="checkbox"/> Validators	<input type="checkbox"/> Haulage Contractor Company

Information on the organisation:

Name		VAT/Organisation number
Address		
Postal code	City	Country
Phone number	E-mail address	Peppol-id
Invoice address		
Postal code	City	Country

The person(s) below is/are authorised by the organisation to apply for criminal records checks as well as deregistering current criminal records checks to the Swedish Transport Agency:

Date of birth YYYYMMDD	Signature	Name (in block letters)	
Phone number	E-mail address	New application <input type="checkbox"/>	Update of information <input type="checkbox"/>
Date of birth YYYYMMDD	Signature	Name (in block letters)	
Phone number	E-mail address	New application <input type="checkbox"/>	Update of information <input type="checkbox"/>
Date of birth YYYYMMDD	Signature	Name (in block letters)	
Phone number	E-mail address	New application <input type="checkbox"/>	Update of information <input type="checkbox"/>

To be signed by the responsible manager or the security manager:

Date	Name (in block letters)
Signature	

The form shall be signed and sent in original to:

Swedish Transport Agency
Sjö- och luftfartsavdelningen
Sektionen för säkerhetsskydd
Registerkontroll
SE-601 73 Norrköping, Sweden

Information and instructions

Information on who holds a criminal records check is sensitive information and should be treated restrictively. Companies, applying for records checks for aviation security, are therefore required to register the persons who shall be given authority as contact persons between the company and the Swedish Transport Agency. When authorisation has been assigned, the contact person receives the role of reference person and with it comes a number of authorisations and responsibilities that the reference person must be aware of.

Authorizations

A reference person is authorised to: Apply for criminal records checks for aviation security, deregister current criminal records checks, contact the Swedish Transport Agency and ask questions about the records checks for their organisation.

REKON

Reference persons who have stated their Swedish social security number in the authorisation application, and who also holds a Swedish Bank ID, will be granted access to REKON, the Swedish Transport Agency's e-service for digital management of criminal records checks for aviation security. All handling of records checks takes place in REKON, such as the application for a criminal records check, completion of an application lacking necessary information, dispatching of decisions and certificates of approved records checks as well as deregistration of current criminal records checks.

More information on how to navigate as a reference person in REKON is available when access to the e-service has been assigned.

Here you will find information about how the Transport Agency deals with personal data:

[Check of criminal records for aviation security - Transportstyrelsen.](#)

Time-limited access to REKON

For security reasons, the access to REKON is limited to 2 years. A notification by E-mail, telling that the access will soon expire, will be sent to the reference persons well in time for them to re-apply for access for another period of 2 years, if the assignment as a reference person is still relevant. In the absence of an application for extension, the access will end on the stated date in the notification.

Applying for criminal records checks by paper forms

If the reference persons do not want to provide information on their date of birth or do not have a Swedish social security number that allows them the possibility to hold a Swedish Bank ID, they will not be able to access our e-service for criminal records checks. In these cases, they will have to continue to apply by paper forms.

More information on how to apply for criminal records checks by paper forms* is available on our website:

[Check of criminal records for aviation security - Transportstyrelsen.](#)

**Note! A new routine for applying by paper forms will be introduced with the launch of REKON. Information on this will be updated on our website before the launch.*

Responsibilities

The reference persons are responsible for: Keeping an updated list of active criminal records checks and promptly notifying the Swedish Transport Agency when termination of a records check is due. This is of great importance to prevent records checks being carried out without legal basis.

The reference persons also have the responsibility to notify the Swedish Transport Agency when the assignment as a reference person ends. This so that the authorisation as a reference person, as well as any access to REKON, can be removed and their personal data can be deactivated in the system.