

Information on procedures regarding applications for background checks for employment agencies

As it has become more common for operators to hire personnel from employment agencies, the Swedish Transport Agency needs to ensure that background checks for personnel from these employment agencies are carried out on right grounds and that the applications are made by the right operator. Therefore, a new procedure for applying for background checks for employment agencies will apply with effect from the 6th of November 2019.

The new routine entails that an employment agency must fill in the application for background checks and then send it through the relevant airport for the employees who need to have identification of authorisation (airport badge) issued for security restricted areas the airport is responsible for. This applies irrespective of which operator the agency's employees are employed by. For these applications, the box for "Airport / Place of employment" must be filled in on the form.

If an employment agency is appointed by any of the operators below the applications for background checks for the employees through the agency must be completed and signed by the operator at the place of employment.

On the application form, information of the appointed employment agency must be stated in the box for sub-contractors. The operator that appoints personnel from an employment agency is the one that will be invoiced for the background checks and is also responsible for the unregistering of hired personnel upon termination of employment.

Operators concerned:

- Known consignor
- Known supplier
- Freight agencies (forwarder)
- Freight agencies (terminals) where employees do not need to have identification of authorisation (airport badge) to the airports security restricted areas.
- Regulated suppliers where employees do not need to have identification of authorisation (airport badge) to the airports security restricted areas.

If you have any queries regarding the information above, please contact:
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