



## Costa Rica Background Check

### Check Information

This application form captures the information that First Advantage Ltd needs in order to process an Overseas Background Check in **Costa Rica**.

### Check Type

Local Criminal Record Check.

### Official Source of Information

Courts and Tribunals of Costa Rica.

### Turnaround Time

9 working days.

### Disclaimer

The information provided in this pack is correct at the time of production.



### Guidance Notes for the Applicant

Please read the instructions below before you start, as they will help you to complete the form correctly.

### Required Information

Make sure that you fill in all the fields on the form. You (the applicant) should complete the form yourself.

#### You must supply ALL of the following:

- Your full name
- Your date of birth
- Any other names you are or have previously been known by
- Your most recent address in Costa Rica
- Your current address
- A scanned image of your passport *or* of your national ID card (optional)
- A signed consent form
  - You must sign, date, and tick the consent box in the 'Release of Information' part of the final section of this application form

When you have completed all the required paperwork, send it to the organisation that requested the check in line with their instructions.

### Overseas Criminal Record Check Application Form

You can complete this form electronically *or* print it out and fill it in with black or blue ink. In either case, you must provide a *hand-written signature* in the final section of the form. Please use **BLOCK CAPITAL LETTERS** if you are filling out the form by hand.

### Section 1: Personal Details

Supply your full legal name as shown on your passport, and any other names you are or have previously been known by. Write your date of birth in the format 'Day-Month-Year'.

Forename:

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Middle Name(s):

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Surname:

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Date of Birth:

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Other/Previous Name(s):

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### Section 2: Address Details

Supply your most recent address in Costa Rica and your current address (if different). You must write the address in full, including the door number and the post/zip code (where applicable).

#### Most Recent Address in Costa Rica

Building Name: \_\_\_\_\_

House/Flat Number: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

Post/Zip Code: \_\_\_\_\_

Region/State: \_\_\_\_\_

Country: \_\_\_\_\_

#### Current Address (if different)

Building Name: \_\_\_\_\_

House/Flat Number: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

Post/Zip Code: \_\_\_\_\_

Region/State: \_\_\_\_\_

Country: \_\_\_\_\_



### **Section 3: Scanned Image of Your Supporting ID Document (optional)**

You can optionally include a scanned image of a valid ID document with this application. See the 'Guidance Notes for the Applicant' for information about what ID documents are acceptable.

### Section 4: Applicant/Employee Notification and Release of Information

Applications for this background check are processed by the organisation that has requested this check (usually your employer) and First Advantage|KnowYourPeople ('First Advantage Incorporated'). The information provided by you to the organisation that has requested this check will be passed to First Advantage who administer the check on behalf of the organisation.

In order for overseas background checks to be completed, your information will also be passed to First Advantage to conduct searches on your background information. This may include civil and criminal records, local language media information and this will be completed by contacting the relevant government agencies and courts and other contributors (the "Contributors") within the country noted on this application form.

These bodies use the information provided to identify possible matches to records held by them. Where such a match is established, personal data may be released to First Advantage for inclusion on any report issued and where information is noted, personal data and information relating to any criminal record relating to you will be released to First Advantage for inclusion on any report issued.

Where your personal data is transferred outside the EEA, it is protected in a manner that is consistent with how your personal data will be protected in the EEA. This can be done in a number of ways:

- The country might be approved by the European Commission or a relevant data protection authority;
- The recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data;
- In other circumstances, the law may permit the transfer your personal data outside the EEA, for example, where there is a legal obligation of the organisation requesting the check or a contractual obligation to complete the check.

The information provided in this application form may be used to verify your identity for authentication purposes.

### Release of Information

Please **TICK** the box

I give my consent for the relevant government agencies and courts and other contributors (the "Contributors") to provide First Advantage with personal information that they may hold about me in relation to this check.

I confirm that I have read the above statement of 'Applicant/Employee Notification and Release of Information' and I am aware how my information will be used to complete the check.

**Print Name:**

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**Applicant Signature:**

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**Date:**

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