



## Denmark Background Check

### Check Information

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

### Check Type

National Criminal Record Check.

### Official Source of Information

Rigspolitiet Juridisk Afdeling Kriminal registeret.

### Turnaround Time

29 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 Denmark
- Your current address
- A scanned image of your passport *or* of your national ID card
- A completed and signed Denmark-specific application form (included at the end of this application)
- 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 Denmark 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 Denmark

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**

You must 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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## Ansøgning om STRAFFEATTEST til privat brug.

I medfør af § 11 i Justitsministeriets bekendtgørelse om behandling af personoplysninger i Det Centrale Kriminalregister.

(Bestemmelsen i § 11 kan læses herunder)

Udfyldes tydeligt, evt. med blokbogstaver.

Ansøgningen skal afleveres til politiet. Sygesikringsbevis eller andet legitimationspapir, der er udstedt af en offentlig myndighed, og hvoraf ansøgerens personnummer fremgår, skal forevises.

Personnummer:	Fødested (by, sogn, primærkommune):
Fulde navn. For gifte personer tillige eget efternavn:	
Adresse, hvortil straffeattesten skal sendes:	
_____	_____
Sted og dato	Underskrift

### FORBEHOLDT POLITIET

Modtaget dato	Forevist legitimation	
Kendt i KR med ENR:	Blank straffeattest Udstedt: <input type="checkbox"/>	Straffeattest rekvireret: <input type="checkbox"/>
_____	_____	_____
Stempel		Underskrift

Uddrag af Bekendtgørelse om behandling af personoplysninger i Det Centrale Kriminalregister:

**§ 11.** Politiet udsteder straffeattester for privat personer, når de pågældende fremsætter begæring herom. For personer under 18 år udstedes straffeattester dog kun, når forældremyndighedens indehaver eller den pågældendes værge har givet samtykke.

**Stk. 2.** I straffeattester efter stk. 1 optages alene afgørelser, som er tilført afgørelsesdelen, og som omfatter overtrædelse af straffeloven og lovgivningen om euforiserende stoffer eller udenlandske afgørelser med følgende begrænsninger:

- 1) Tiltalefrafald medtages ikke, hvis der er forløbet 2 år fra datoen for tiltalefrafaldets godkendelse i retten.
- 2) Bødestraffe medtages ikke, hvis der er forløbet 2 år fra datoen for den endelige afgørelse.
- 3) Andre afgørelser medtages ikke, hvis der er forløbet 3 år fra datoen for den endelige afgørelse. Hvis den, som afgørelsen vedrører, har været indsat til afsoning, medtages afgørelsen dog, såfremt der ikke er forløbet 5 år fra den endelige løsladelse.
- 4) Retsfølger efter straffelovens §§ 68-70 medtages ikke, såfremt der er forløbet 5 år fra foranstaltningernes endelige ophævelse.

**Stk. 3.** Er der tale om overtrædelser begået af unge mellem 15 og 18 år gælder endvidere følgende begrænsninger:

- 1) Tiltalefrafald med vilkår om ungdomskontrakt medtages ikke, hvis det er første gang den pågældende modtager en afgørelse, der omfatter overtrædelse af straffeloven eller lovgivningen om euforiserende stoffer, og der er forløbet 1 år fra datoen for tiltalefrafaldets godkendelse i retten.
- 2) Bødestraffe medtages ikke, hvis det er første gang, den pågældende modtager en afgørelse, der omfatter overtrædelse af straffeloven, og der er forløbet 1 år fra datoen for den endelige afgørelse.

**Stk. 4.** De i stk. 2 og 3 nævnte tilførsler medtages ikke, hvis den pågældende strafbestemmelse senere er ophævet.

**Stk. 5.** Rigspolitechefen kan efter ansøgning fra den pågældende i særlige tilfælde meddele dispensation fra de i stk. 2 og stk. 3 anførte tidsfrister".

## **VEJLEDNING**

### **Hvad skal der bruges til denne ansøgning**

Sygesikringsbevis eller andet legitimationspapir, der er udstedt af en offentlig myndighed, og hvoraf ansøgerens personnummer fremgår, skal forevises.

For personer under 18 år udstedes straffeattester kun, når forældremyndighedens indehaver eller den pågældendes værge har givet samtykke.

### **Udfyldelse af blanketten**

Blanketten udfyldes på skærmen. Klik på første felt og hop til næste med tabulatortasten. Brug eventuelt musen.