

Netherlands Background Check

Check Information

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

Check Type

National Criminal Record Check.

Official Source of Information

Ministerie van Justitie.

Turnaround Time

Up to 45 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 email address
 - If you currently live in the Netherlands, our data partner (iCover) will contact you by email with some instructions - you must follow these instructions and will have to fill out an additional online form in order to complete the check
 - If you currently live in the Netherlands, you will have to pay a fee (currently €33.85), which will be re-imbursed by our data-partner (you will have to send us your receipt of payment and your bank details in order to claim the refund, which we will process within 5-7 working days)
- Your most recent address in the Netherlands
- Your current address
 - Please ensure this is correct as the official certificate will be sent to this address (Note: The organisation that has asked you to do the check may ask you to share the official certificate with them so that they can make their recruitment decision)
- If you currently live *outside* of the Netherlands, you must also supply the following:
 - A scanned image of your passport *or* of your national ID card
 - Completed and signed copies of 2 Netherlands-specific application forms (both included at the end of this application)
 - A completed and signed Netherlands-specific Letter of Authority (included at the end of this application)
 - You must ensure that the address you supply on the Netherlands-specific application forms and the Letter of Authority match the current address you put on the First Advantage application form
 - The number you put in 'Identification Number' field of the Letter of Authority must correspond to the ID you supply to support the 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:

Middle Name(s):

Surname:

Date of Birth:

Other/Previous Name(s):

Email Address:



Section 2: Address Details

Supply your most recent address in the Netherlands 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 the Netherlands

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:

Applicant Signature:

Date:



Integrity and Screening Agency
Ministry of Justice and Security

Authorisation form Certificate of Conduct (VOG)

i Why this form?

With this form you can authorise a person to file an application for a *Certificate of Conduct (VOG)* on your behalf.

Instruction

- Please complete the form electronically or using block capitals to ensure the information is legible.
- Send a copy of a valid document of both (the applicant and the authorised person).

Additional information

Between 09:00 and 17:00 on working days on +31 88 - 998 22 00 or using the contact form: justis.nl/en/contact-form.

1 Applicant's personal information

Surname and given names as stated on your ID card _____

First names *(in full)* _____

Street and number *(with suffix)* _____

Postal code and city/town _____

Country _____

Date of birth *(day/month/year)* and place of birth _____

Country of birth _____

2 Authorised person's information

Surname and given names as stated on the ID card _____
Aguilera

First names *(in full)* _____
Thailiuska

Street and number *(with suffix)* _____
10 Rue de Penthièvre

Postal code and city/town _____
75008 Paris

Country _____
France

Date of birth *(day/month/year)* and place of birth _____
27/02/1988 Caracas

Country of birth _____
Venezuela

3 Signature of applicant of Certificate of Conduct and authorised representative

I hereby declare that the person mentioned above is allowed to file an application for a Certificate of Conduct on my behalf.

Please note that due to reasons of privacy, all correspondence regarding the application will be sent directly to the applicant.

Date (day/month/year)

1 9 | 0 8 | 2 0 | 2 2

Place

Paris

Signature applicant

Signature authorised person

DocuSigned by:
Thailiuska Aguilera
820B5AB0E9D047C...



Application form Certificate of Conduct (VOG) non-residents

i Why this form?

With this form you can apply for a *Certificate of Conduct (VOG)* if you are not listed in the Personal Records Database (BRP) and do not have a postal address in the Netherlands or if you do not have a permanent domicile or place of residence.

Instruction

- Please complete the form electronically or using block capitals to ensure the information is legible.
- If you cannot submit the application yourself, you may authorise someone else to do so. Please use the authorisation form on the website for this: justis.nl/en/certificate-of-conduct/documents.
- Please submit the application form, a copy of your valid passport or ID and a proof of the payment of the fee (PDF documents) to the following email address in a single email: vog.np.rni@justis.nl (up to 10 MB). The email may not contain more than one Certificate of Conduct application at a time.
- The fee must be paid directly to Justis. Account number NL31 INGB 0705 0054 53 payable to Min. van Justitie en Veiligheid 605/JUSTIC COVOG in The Hague, stating the name

of the applicant. You will need the following details for any international bank transfer: BIC code INGBNL2A, ING Bank. Address: ING Bank N.V., Foreign Operations, PO Box 1800, 1000 BV Amsterdam. Your bank may charge a transfer fee for international payments. This fee will be in addition to the costs of the Certificate of Conduct application. Justis will only process your Certificate of Conduct application once it has received the full fee (€ 41.35).

Procedure

- Justis will confirm your application within one to four weeks.
- The Certificate of Conduct will be sent to you by post at the (postal) address that you specified in the application.

Additional information

Between 09:00 and 17:00 on working days on +31 88 - 998 22 00 or using the contact form: justis.nl/en/contact-form.

1 To be completed by applicant

1.1 Applicant's details

Surname and given names as stated on the ID card	<input type="text"/>
First names (in full)	<input type="text"/>
Citizen service number (if known)	<input type="text"/>
(Postal) address (for reasons of privacy, this may not be a business address)	
Street and number (with suffix)	<input type="text"/>
Postal code and town/city	<input type="text"/>
Country	<input type="text"/>
<i>Please enter your place of birth as stated on your ID card.</i>	
<i>Were you not born in the Netherlands? Enter the name of your country of birth when you were born.</i>	
Date of birth (day/month/year) and place of birth	<input type="text"/>
Country of birth	<input type="text"/>
<i>Do you have multiple nationalities? Then please fill this in.</i>	
Nationality/nationalities	<input type="text"/>
Email address	<input type="text"/>
Telephone number	<input type="text"/>

1.2 Applicant's signature

The applicant hereby declares that he/she has completed this form in full and truthfully.

Name and/or signature

Date (day/month/year)

Place

2 To be completed by the organisation/body requiring the Certificate of Conduct

If you are unable to have this section completed and signed by the organisation requesting the Certificate of Conduct (for example, in case of a visa application), please provide the details of 2.1, 2.2, 2.3 and 2.4 a or 2.4 b yourself. In addition to this application form, you must submit a letter, email or web page alongside the form that demonstrates why you need the Certificate of Conduct. This document will replace the signature required under section 2.5.

2.1 Details of organisation/body

In case of visa or emigration, enter the official name of the country requesting your Certificate of Conduct.

Name

iCOVER

Name of representative

Thailiuska Aguilera iCOVER

Street and number (with suffix)

10 rue de Penthièvre

Postal code and town/city

75008

PARIS

Country

France

Telephone number

2.2 Purpose of the application

If you are applying for the Certificate of Conduct in order to obtain a taxi drivers permit, visa or license. Enter this information under 'other purpose'.

Employment

Job
(to which the application relates,
for example: teacher, cleaner or
transport manager)

Description
(provide a description of
the activities and duties
corresponding to the job)

Other purpose

Description
(for example: taxi drivers
permit, visa, emigration or
operating license)

2.3 Special circumstances

Should the assessment of the application take into account any exceptional circumstances, such as the location where the work is performed?

For example, the location where a cleaner carries out their job may be relevant. If that cleaning work takes place at a childcare centre, for example, then Justis will assess this differently than if the same work is carried out in an office building. You may also include any other explanatory information.

No, continue with question 2.4

Yes, explanation:

2.4 Screening profile

Please choose a specific **or** general screening profile. It is **not** possible to choose both. A specific screening profile relates to a specific job or purpose, as outlined under 2.4 a. If there is no suitable screening profile that matches your circumstances, please select a general screening profile under 2.4 b. For more information on screening profiles, please see: justis.nl/vog/documenten.

Does a specific screening profile apply to you?

- Yes, continue with question 2.4 a
- No, continue with question 2.4 b

2.4 a Specific screening profile

Please note that you can only check one box.

- 01 Political office holder
- 06 Visa and emigration
- 18 Housing permit
This screening profile may be used only under 'Wet bijzondere maatregelen grootstedelijke problematiek'.
- 25 (Special) enforcement officer
- 40 Holiday host family and adoption
- 45 Health care and welfare of people or animals
- 50 Operating license
This screening profile may be used only if the municipality is the body requiring the Certificate of Conduct and you are applying for a Certificate of Conduct in order to obtain an operating license for a catering establishment.
- 55 Legal services
- 60 Education
This screening profile is applicable to anyone working in an educational institution.
- 65 Taxi industry; taxi driver's permit
This screening profile may be used only if Kiwa Register B.V. is the organisation requiring the Certificate of Conduct.
- 70 Taxi industry; operator's license
This screening profile may be used only if Kiwa Register B.V. is the organisation requiring the Certificate of Conduct.
- 75 Family supervisor, probation officer, child welfare investigator, social worker
- 80 Sworn interpreters/translators
This screening profile may be used only if the Legal Aid Council is the body requiring the Certificate of Conduct.
- 85 Membership of shooting club
- 95 Financial services
- 97 Civil aviation security
This screening profile is intended for jobs in civil aviation security that have not been designated confidential positions.

2.4 b General screening profile

Please check as applicable. You may select multiple characteristics. Screening will be based on the features of the job you have checked. So it is important to make sure the features checked correspond to the job/tasks or other purpose concerned.

Please note that you can only select a general screening profile if you have not checked the box for a specific screening profile.

Information

- 11 Being authorized to consult and/or process data in computer systems
- 12 Handling sensitive/confidential information
- 13 Having knowledge of security systems, control mechanisms and verification processes

Money

- 21 Handling cash, transferable money and/or (digital) securities
- 22 Having budgetary authority

Goods

- 36 Monitoring production processes
- 37 Having access to goods
- 38 Having access to materials, property, objects etc. that, if used inappropriately or incorrectly, pose a risk to people and/or animals

Services

- 41 Providing services (advice, security, cleaning, catering, maintenance, etc.)
- 43 Services in individual living environment

Business transactions

- 53 Making decisions on offers (conducting negotiations and concluding contracts) and awarding contracts

Processes

- 61 Maintaining/converting/operating production or other machinery and/or devices, vehicles and/or aircrafts
- 62 Transporting and/or delivering goods, post and packages otherwise than via an in-company transport system
- 63 Transporting passengers

Management

- 71 Managing people and/or (part of) an organisation

Persons

- 84 Being responsible for the care of minors
- 85 Being responsible for the care of persons requiring assistance such as the aged and the disabled
- 86 Childcare
This job characteristic 86 only applies to childcare. This job characteristic must always be checked in combination with job characteristic 84. For childcare and registration in the Childcare Workers' Register (PRK) under the Childcare Act.

2.5 Signature on behalf of the organisation/body

On behalf of the organisation/body, the undersigned hereby declares he/she has completed this form in full and truthfully.

Date (day/month/year)

1 9 | 0 8 | 2 0 | 2 2

Place

Paris, France

Signature and/or name of representative

DocuSigned by:
Thailiuska Aguilera
820B5AB0E9D047C...

Stamp of organisation/body (not required)



Important information

Important information for the organisation

As an organisation requesting a Certificate of Conduct, you are a key link in fraud prevention. It is your duty and responsibility to verify the authenticity of the documents submitted and to verify the accuracy of the screening profile applied to the Certificate of Conduct. For more information, please go to: justis.nl/en/products/certificate-of-conduct.

Important information for the applicant

In certain cases, an original signature is required on the Certificate of Conduct, for example, in case of international adoption. If this is the case, please state this in your email.



Explanatory notes

For persons completing the application form for a Certificate of Conduct for Natural Persons (VOG NP)

Complete the form with care and without spelling mistakes. Some of the information you submit will be automatically copied to the Certificate of Conduct.

1.1 Applicant's details

Surname and given names: Please enter your surname as stated on the ID card

Postal address: Please indicate your current postal address

Place of birth: Please enter your place of birth as stated on your ID card. If you are born outside of Netherlands, enter the name of your country of birth when you were born

1.2 Applicant's signature

By signing this application form you declare that you agree that, where applicable, information will be requested from the criminal justice records of the country of which you are a national and that the information in question may be used in assessing your application. Please note that only wet signature is acceptable.

2.2. Purpose of the application

Job: The job in connection with which you are applying for the Certificate.

Description of tasks: Describe the tasks and responsibilities that come with the job. You may omit this description if you enclose a job description.

2.3. **Special circumstances**

Please select the answer based on whether the special circumstances are applicable for the VOG certificate

2.4. **Screening profile**

If you have not checked a screening profile box in question 2.3, you must check the job/task features or another purpose in question. The COVOG may cancel an application if the sections 2.4, 2.4.a or 2.4.b are empty.

Subject Letter of Authority

Please read carefully and sign the following statement

In support to the enclosed copy of my identification document and completed application form for the issuance of my Netherlands Certificate of Good Conduct, "Verklaring Omtrent Gedrag" I,

/ Full Name _____

/ Maiden Name (if applicable) _____

/ Identification Number _____

/ Date of birth _____ **/ Place of birth** _____

/ Residential address _____

hereby authorize

a legal representative of I Cover to request my certificate from the Ministry of Security and Justice (Ministerie van Veiligheid en Justitie), for delivery to the above listed residential address. I-Cover shall also have the right to request the delivery information for the status and the processing of the certificate's issuance.

The request and delivery of my Certificate of Good Conduct (Verklaring Omtrent Gedrag) shall be processed in accordance and in compliance with local applicable laws and in regards to an employment application or ongoing employment requirement that I Cover is currently assisting with on behalf of my employer, prospective employer and/ or their agent (insert client name).

The present authorization shall be valid up until the time of finalizing all procedural steps of delivering the criminal certificate. All personal data shall thereafter be duly destroyed within the set legal timeframes.

/ Applicant's name _____

/ Date _____

/ Signature _____