



Portugal Background Check

Check Information

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

Check Type

National Criminal Record Check.

Official Source of Information

General Directorate of Justice Administration.

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 Portugal
- Your current address
- A scanned image of your supporting ID document
 - Acceptable documents for Portuguese citizens –
 - Portuguese Passport
 - Portuguese National ID Card (Cartão de Cidadão) (both sides)
 - Acceptable documents for non- Portuguese citizens –
 - Passport (any country)
 - European Union ID Card
 - Portuguese Residence Permit
 - Your ID document must be valid for at least 3 months after the date of submission of this application form
 - Your ID document must show your signature, your place of birth, and your nationality
 - Your ID document must be scanned in colour on an A4-sized page and saved as a PDF file – the scan must be high quality (no photographs)
- A completed and signed Portugal-specific ‘Mandate of Attorney with Authorization’ form (included at the end of this application)
 - The fields of this form must be filled with *typed text*, but
 - This form must be signed with a handwritten signature done with BLUE ink
 - The signature on this form must match the one on the provided ID
 - This form must be scanned in *colour* on an A4-sized page and saved as a PDF file – the scan must be high quality (no photographs)
- 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):



Section 2: Address Details

Supply your most recent address in Portugal 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 Portugal

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: _____

MANDATO FORENSE com AUTORIZAÇÃO / MANDATE OF ATTORNEY WITH AUTHORIZATION

Eu, (I, the subject of inquiry) _____
(Nome Completo em letras maiúsculas / Full Name in capital letters)

Portador de [escolha **SÓ** um]/holding [choose **ONLY** one]:

- Bilhete de Identidade ou Cartão de Cidadão / Portuguese Identification Card
- Cartão de Identidade da UE / EU Identification Card
- Passaporte Português / Portuguese Passport
- Passaporte de (País) / Foreign Passport, indicate Issuing country _____

Número / Document Number: _____

Data de Nascimento / Date of Birth: _____
(Date of birth in format Day – Month - Year)

Local de Nascimento / Place of Birth: _____

Freguesia de Nascimento / Parish of Birth: _____
(Only applicable for Portuguese citizens)

País / Country of Nationality: _____

Nome da mãe / Mother's Name: _____
(Applicable for candidates from India/Bangladesh/Pakistan)

Nome do pai / Father's Name: _____
(Applicable for candidates from India/Bangladesh/Pakistan)

CONSTITUI SEU BASTANTE PROCURADOR O

Sr. FILIPE ESPINHA, Advogado, portador da cédula profissional n.º 17746L com domicílio profissional na Rua Santa Marta 43 E/F, 3.º D, 1150-293, Lisboa, ao qual outorga, com faculdade de substabelecer, os mais amplos poderes em Direito permitidos para requerer e levantar junto da Direção-Geral da Administração da Justiça, o seu **Certificado do Registo Criminal**.

HEREBY GIVES FULL POWER AND AUTHORITY TO

Mr. FILIPE ESPINHA, Attorney, with professional license N° 17746L, with business address at Rua de Santa Marta, 43 E/F, 3º D, 1150293 Lisbon, to whom I confer all the necessary powers allowed by Law, including those of appointing substitutes, to request and collect my **Criminal Records Certificate** near the General Directorate of the Ministry of Justice.

Procedimento é levado a cabo para fins de [escolha SÓ um] / This, for the purpose of [choose ONLY one]:

- Pedido de Residência em país estrangeiro / Residence application in a foreign country
- Pedido de Nacionalidade em país estrangeiro / Nationality application in a foreign country
- Para razões profissionais (**obtenção de trabalho no estrangeiro/fora de Portugal**) / For professional reasons (job application abroad/outside Portugal)
- Para razões profissionais (obtenção de trabalho **em Portugal**) tratando-se de outro emprego, profissão ou atividade **SEM** lei especial / For professional reasons (job application in Portugal) **NOT** ruled by a special law

Função/Position _____ Empresa/Company _____

- Para razões profissionais (obtenção de trabalho **em Portugal**) tratando-se de outro emprego, profissão ou atividade **COM** lei especial / For professional reasons (job application in-country/in Portugal) **ruled** by a special law

Função/Position _____ Instituição/Institution _____

A proposta de trabalho envolve contato regular com menores de idade? Sim (Yes) Não (No)

(Does the job involve regular contact with minors?)

O presente mandato forense é válido até a recepção do certificado de registros criminais ou renúncia por escrito.

Declaro que a presente é feita de boa-fé, corresponde à verdade, e na qual concedo livremente o meu consentimento.

This Power of Attorney is valid until its explicit withdrawal or until the receipt of the certificate.

In witness thereof, made in good faith, I hereby certify that I voluntarily agree and freely grant my consent.

Local /Place: _____

Data/ Date: ____/____/____

Assinatura / Signature

(igual ao document de identificação / identical to the ID document)