



Spain Background Check

Check Information

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

Check Type

National Criminal Record Check.

Official Source of Information

Ministry of Justice (Registro Central de Penados).

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 Spain
- Your current address
- A scanned image of your supporting ID document
 - Acceptable documents for Spanish citizens -
 - Documento Nacional de Identidad (Spanish national ID card) (both sides), *or*
 - Spanish Passport, *or*
 - Spanish Driver's Licence (both sides)
 - Acceptable documents for non-Spanish citizens -
 - Passport (any country)
- A completed and signed Spain-specific 'Authorization to request and collect certificate of criminal record' form (this form is provided at the end of this application pack)
 - The 'Personal Identification Number' you add to this form must correspond to the ID you supply with 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.

Important: Once the check has been initiated, you will have to send the following by *tracked* post to our data supplier in Spain:

- The completed and signed **original** Spain-specific 'Authorization to request and collect certificate of criminal records' form

We will let you know the address to which you should send the form after the check has been initiated. This form will *not* be returned. The 'Personal Identification Number' on this form must correspond to the ID you supplied as part of the original application.

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 Spain 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 Spain

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:

**AUTORIZACIÓN PARA TRAMITAR CERTIFICADO DE ANTECEDENTES PENALES /
AUTHORIZATION TO REQUEST AND COLLECT A CERTIFICATE OF CRIMINAL
RECORDS**

Yo, el sujeto de investigación (*I, the subject of inquiry*) _____

(Nombre completo: nombre de pila, segundo nombre, apellido, segundo apellido, tal como aparece en el documento de identidad proporcionado
/ Full name: forename and middle name, surname, second surname, as indicated on the provided ID document)

con número de identificación personal (*with personal identification number*) _____

(D.N.I. – N.I.F., N° Pasaporte o N° de Residente extranjero (NIE) /
ID number (D.N.I. – N.I.F.), Passport No. or Foreign resident No. (NIE))

Nombres de pila de los padres (*Father's and Mother's forenames*) _____

AUTORIZA A

Cualquier empleado de la gestoría administrativa Alejandro Peláez Rodríguez, con DNI 50059665G, colegiado 2878 en el Ilustre Colegio Oficial de Gestores Administrativos de Madrid (ICOGAM), provisto de la correspondiente acreditación, para tramitar su Certificado de Antecedentes Penales en la Oficina de Atención al Ciudadano del Ministerio de Justicia.

Trámite que se efectúa por razones particulares de acuerdo con lo establecido en la ley, las cuales no incluyen ningún contacto con menores.

Esta Carta de Autorización es válida hasta su retiro explícito o hasta la recepción del certificado de referencia.

En testimonio de lo cual por medio de la presente otorgo mi autorización.

HEREBY AUTHORIZE

Any employee of the administrative agency Alejandro Peláez Rodríguez, with DNI 50059665G, membership number 2878 in the Official College of Administrative Managers of Madrid (Ilustre Colegio de Gestores Administrativos de Madrid, ICOGAM), provided with the corresponding accreditation, to request and collect my Criminal Records Certificate at the Office of Citizen Services of the Ministry of Justice.

This, for particular purposes as stipulated in the applicable law, purposes which do not involve any contact with minors.

This Letter of Authorization is valid until its explicit withdrawal or until the receipt of the certificate.

In witness thereof, I hereby give my authorization.

Fecha (*Date*): ____/____/____

(DD/MM/AAAA / DD/MM/YYYY)

Firma (*Signature*): _____

(Firma manual, idéntica a la que aparece en el documento de identidad suministrado/
Wet signature identical to the signature on the ID Document provided)