

Sweden Background Check

Check Information

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

Check Type

National Criminal Record Check.

Official Source of Information

National Police.

Turnaround Time

18 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 Sweden
- Your current address
- A scanned image of your supporting ID document
 - Acceptable documents for Swedish citizens –
 - Swedish Passport, *or*
 - Swedish National ID Card (both sides), *or*
 - Swedish Birth Certificate
 - Acceptable documents for non-Sweden citizens –
 - Passport (any country), *or*
 - National ID Card (any country) (both sides)
- A completed and signed Sweden-specific form (included at the end of this pack)
 - Note: If you tick the box to apply for a 'multilingual standard form', an extra charge will be applied
- 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.

APPLICATION FORM

Overseas Background Check

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):

APPLICATION FORM

Overseas Background Check



Section 2: Address Details

Supply your most recent address in Sweden 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 Sweden

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:

from the criminal records registry under section 9, second paragraph of the Criminal Records Act (1998:620) in order to assert rights in a foreign country or to obtain a permit to enter, settle or work there.

4424

Date

A copy of a population registration certificate or a passport copy has to be enclosed with the application if you have not stated your Swedish id-number.

Fields marked with * are compulsory if you are a citizen of the United Kingdom (UK) or an EU country other than Sweden.

POLISMYNDIGHETEN
Utlandsutdrag
Box 740
981 27 KIRUNA

Your personal details (Print clearly)

Swedish Personal Identity number (or date of birth)

Surname

All given names

Home address

Postal code

Locality, country

*Sex

Place of birth (town, country)

☐ Male ☐ Female

*Father's name

*Mother's name

*Foreign ID number

Telephone

Email address

publicrecords@i-covereurope.com

*I am a citizen of the United Kingdom (UK) or an EU country other than Sweden. ☐

*Citizenship 1:

Citizenship 2:

Citizenship 3:

Choose delivery method
☒ First class mail

☐ Registered mail

Fee

The invoice is sent when we register your request.

Invoice address (if different from your home address). Print clearly.

Name **iCOVER SAS**

Address **16/18 Rue Gaillon**

Postal code **75002** Locality **Paris**

Country **FRANCE**

Email address: **payments@i-covereurope.com**
Delivery

The extract will be sent when we have received your payment.

Delivery address (if other than home address). Print clearly.

Name **iCOVER SAS**

Address **49 rue de Normandie**

Postal code **14360**

Locality **Trouville Sur Mer**

Country **FRANCE**

If you want to have more than one extract there is an additional fee of SEK 225/extract. Number of extracts: **1** originals

NOTE! The first section of the extract from the criminal records registry is always provided in five languages. Possible convictions are not translated and will appear only in Swedish.

☐ I apply for multilingual standard form - translation aid attached to my extract.
The translation aid will be used in the following EU country

EU country

An additional cost of 225 SEK will be added when ordering translation aid.

You can scan and send your request as an email.

We can only send the extract by post, not by email.

Signature

Your personal signature (compulsory)

Date

Place

Name

Postal address

Polismyndigheten

Box 740, 981 27 KIRUNA

Telephone

+46(0)10 - 563 35 01

Email address

utlandsutdrag@polisen.se

INSTRUCTIONS FOR COMPLETING PM 442.4

"Request for extract from the criminal records registry for purposes in another country"

General information

This form is for requesting an extract from the criminal records in accordance with section 9, second paragraph of the Criminal Records Act (1998:620) for purposes in another country.

The extract is always issued in five languages; Swedish, English, German, French and Spanish. Possible convictions are not translated and will appear only in Swedish.

The normal processing time is about two weeks, but if the form is incomplete or unclear, it may take longer.

Fields marked with * are compulsory if you are a citizen of the United Kingdom (UK) or an EU country other than Sweden.

Your personal details

<i>Swedish personal identity number (or date of birth)</i>	Swedish personal identity number or coordination number. If you do not have a Swedish personal number or coordination number, state your date of birth (YYYY-MM-DD) and attach a copy of your passport or birth certificate. If you do not have a Swedish personal number or coordination number, your extract will be provided with a stamp stating "identity uncertain, complete Swedish id number missing".
<i>Surname and given names</i>	State all surnames and all given names.
<i>Home address</i>	State your home address, postal code, city and country.
<i>*Sex</i>	State your sex by marking either male or female.
<i>Place of birth</i>	State your town and country of birth.
<i>*Father's name</i>	State your father's given name and surname.
<i>*Mother's name</i>	State your mother's given name and surname.
<i>*Foreign ID number</i>	State your foreign ID number (not passport or ID card number).
<i>Telephone</i>	State your telephone number.
<i>Email address</i>	State your email address.
<i>*Mark the box regarding citizenship</i>	Mark the box if you are a citizen of the United Kingdom (UK) or an EU country other than Sweden, even if you have dual citizenship. In accordance with international agreements the Swedish Police Authority will ask for a criminal records registry from the United Kingdom (UK) even though it is not an EU country.
<i>*Citizenship</i>	State the name of the countr(y)ies of which you are a citizen. Optional countries are the United Kingdom (UK) and EU countries other than Sweden. You can state a maximum of three countries.
<i>Choose delivery method</i>	<i>Mark your preferred delivery method. First class mail is delivered to your home address. Registered mail is usually picked up at a postal service point and you may have to present your identification.</i>
<i>Fee</i>	State the address to which you wish the payment information to be sent (if different from your home address). Information about the fee is found below. The payment information is sent after your application has been registered.
<i>Delivery</i>	State the address to which you wish your extract to be sent (if different from your home address). The extract will be sent after we have received your payment.

INSTRUCTIONS FOR COMPLETING PM 442.4

"Request for extract from the criminal records registry for purposes in another country"

**Multilingual standard form/
translation aid**

If you are a Swedish citizen you can apply for a translation aid attached to your extract. The only purpose of the multilingual standard form is that it should facilitate the translation of the document to which it is attached.

The form shall not be circulated as an autonomous between Member States.

These forms may only be used within the EU. The cost of the multilingual standard form is 225 SEK.

More information about the multilingual standard form is available at our website www.polisen.se

	Fee/extract	First class mail	Registered mail
Sweden	225 SEK	5 SEK	46 SEK
Europe	225 SEK	10 SEK	87 SEK
North America/ Middle East	225 SEK	10 SEK	87 SEK
Other countrises	225 SEK	10 SEK	87 SEK

The Swedish Police Authority will process your personal data in accordance with the EU General Data Protection Regulation and other applicable legislation. This information is needed to process your case, which is a part of the exercise of official authority by the police. Your personal data will only be saved for as long as it is needed for the purposes of the processing. However, information included in official documents has to be taken in charge for archiving and may be disclosed under the principle of public access to information.

You can read more about your rights at www.polisen.se/personuppgifter/rattigheter