

## Switzerland Background Check

### Check Information

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

### Check Type

National Criminal Record Check.

### Official Source of Information

Federal Office of Justice.

### 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 place of birth
- Your parents' full names
- Your parents' full given names
- Your most recent address in Switzerland
- Your current address
- A scanned image of your supporting ID document
  - Acceptable documents for Swiss citizens –
    - Passport (any country), *or*
    - Switzerland National ID Card (both sides), *or*
    - Switzerland Driving Licence
  - Acceptable documents for non-Swiss citizens –
    - Passport (any country)
- A completed and signed Switzerland-specific 'Letter of Authority' (included at the end of this application form)
  - The number you write in the 'Identification #' field of this form must correspond with the ID document 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.

# APPLICATION FORM

## Overseas Background Check



First Advantage

### 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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Place of Birth:

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Father's Full Current Name:

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Father's Full Name at Birth:

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Mother's Full Current Name:

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Mother's Full Name at Birth:

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# APPLICATION FORM

## Overseas Background Check

### Section 2: Address Details

Supply your most recent address in Switzerland 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 Switzerland

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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## Letter of Authority

Please read carefully and sign the following statement

In relation to the authorization provided by me to .....(customer) I also hereby consent to I Cover, or any employee or agent of I Cover, to obtain a copy of my criminal record extract, in accordance with all applicable laws and regulations, including but not limited, to data privacy legislation, such as the General Data Protection Regulation – Regulation (EU) 2016/679, and other applicable local laws with regards to a service that I Cover is currently providing.

I hereby authorize and require that I Cover obtains a copy of my Switzerland criminal record extract and communicates this information only to the requestor or an agent of the requestor

My personal details are (necessary for the check):

Full Legal Name : .....

Maiden Name (if applicable): ..... Identification #: .....

Date of Birth: ..... Place of Birth: .....

Mother's Full Name: .....

(Name of the mother at birth +Given name of the mother)

Mother's Maiden Name ( if applicable) : .....

Father's Full Name : .....

(Name of the father at birth +Given name of the father)

Signature: ..... Date: .....