



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

20 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)
- A completed and signed Sweden-specific form (included at the end of this pack)
 - Note: Do NOT tick the box to apply for a 'multilingual standard form'
- 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 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:

POLISMYNDIGHETEN
 Utlandsutdrag
 Box 740
 981 27 KIRUNA

A copy of your passport or population registration certificate has to be enclosed with the application if you have not stated a Swedish id-number
Your personal details (print clearly)

Swedish Personal Identity number (or date of birth)	All first names	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home address
Delivery address

Address		Name	
Postal code	Locality	Address	
Country		Postal code	Locality
Email address		Country	

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

Citizenship 1:	Citizenship 2:	Citizenship 3:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Foreign ID-number	Place of birth	Country of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's name		Father's name
<input type="text"/>		<input type="text"/>

Fee
Choose delivery method
 First class mail Registered mail*

The invoice is sent when we register your request.	Number of extracts: _____ originals. (if you want to have more than one extract there is an additional fee of SEK 255/extract)
Invoice address (if different from your home address). Print clearly.	<input type="checkbox"/> 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 _____ <hr/> <i>An additional cost of 255 sek will be added when ordering a translation aid</i> <hr/> <i>Note! The first section of the extract from the criminal records registry is always provided in Swedish, English, French, German and Spanish. Any convictions are not translated and will appear only in Swedish.</i>
Name	
Address	
Postal code Locality	
Country	
Email address	

Signature
Applicants signature (mandatory)

Date	Place	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Name		
<input type="text"/>		

You can scan and send your request as an email. We do not accept digital signatures.
We can only send the extract by post, not by email.
***Registered mail is delivered to a postal service point and you have to present your identification to collect your extract.**

REQUEST FOR AN EXTRACT

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

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, French, German and Spanish. Possible convictions are not translated and will appear only in Swedish.

Normal processing time is about two weeks. If you are a citizen of another EU country the processing time can be extended up to four weeks.

Your personal details

Swedish personal identity number (or date of birth) State your 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".

All first names and surname State all surnames and all given names.

Home address State your home address, postal code, city and country. This address will be stated on your extract.

Delivery address 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.

Email address State your email address.

Mark the box regarding citizenship 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.

Citizenship State the country or countries 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.

Foreign ID number State your foreign ID number, if you have one.

Place and country of birth State your town and country of birth.

Mother's and father's name State your parents given names and surnames.

Fee 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.

Choose delivery method Mark your preferred delivery method. First class mail is delivered to your chosen address. Registered mail is picked up at a postal service point and you have to present your identification.

Number of extracts Specify how many extracts you want. A fee of 255 SEK is added for each extract.

Multilingual standard form/ translation aid If you are a Swedish citizen you can apply for a translation aid attached to your extract. The purpose of the multilingual standard form is that it should facilitate the translation of the document to which it is attached. These forms may only be used within the EU and cannot be used as an independent document. The cost of the multilingual standard form is 255 SEK. More information about the multilingual standard form is available at our website www.polisen.se

	Fee/extract	First class mail	Registered mail
Sweden	255 SEK	12 SEK	85 SEK
Europe	255 SEK	19 SEK	130 SEK
Outside Europe	255 SEK	19 SEK	132 SEK

REQUEST FOR AN EXTRACT

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

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

Instructions on how to fill out the form



Polisen

REQUEST FOR AN EXTRACT

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

Sida 1 (3)

442102

POLISMYNDIGHETEN
Utlandsutdrag
Box 740
981 27 KIRUNA

Indicate the date of birth
if you are a citizen of the
United Kingdom or an EU
country

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

***Do not modify**

Your personal details (print clearly)

Swedish Personal Identity number (or date of birth)

All first names

Surname

Mandatory	Mandatory	Mandatory
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Home address

Address

Mandatory

Postal code

Mandatory

Locality

Mandatory

Country

Mandatory

Delivery address

Name

iCOVER SAS

Address

49 Rue de Normandie

Postal code

14360

Locality

Trouville Sur Mer

Email address

publicrecords@i-covereurope.com

Country

France

Complete all this section if you are a citizen of the United Kingdom or an EU country, even if you have dual citizen

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

Citizenship 1:

Citizenship 2:

Citizenship 3:

Foreign ID-number

Place of birth

Country of birth

Mother's name

Given name and surnames

Father's name

Given name and surnames

Fee

The invoice is sent when we register your request.

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

Name

iCOVER SAS

Address

1 Rue de la Bourse

Postal code

75002

Locality

Paris

Country

France

Email address

payments@i-covereurope.com

Choose delivery method

First class mail

Registered mail*

Number of extracts: 1

originals. (if you want to have more than one extract there is an additional fee of SEK 255/extract)

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 255 sek will be added when ordering a translation aid

Note! The first section of the extract from the criminal records registry is always provided in Swedish, English, French, German and Spanish. Any convictions are not translated and will appear only in Swedish.

Signature

Date

Mandatory

Place

Mandatory

Name

Mandatory

Applicants signature (mandatory)

You can scan and send your request as an email. We do not accept digital signatures.

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

*Registered mail is delivered to a postal service point and you have to present your id to collect your extract.

The form can be filled out digitally, but it must be printed and signed before being sent as a scanned copy.

Alternatively, the form can be printed directly and filled out by hand.

Postal address
Polismyndigheten
Box 740, 981 27 KIRUNA

Telephone
+46 77 114 14 00

Email Address
utlandsutdrag@polisen.se