

Guidance

Regulation 1 March 2011 No 214 on the Prevention of Unlawful Acts Against the Security of Civil Aviation (BSL SEC 1-1) §§ 13 and 18 requires a background check of certain groups of persons, i.a. in connection with issuing identification cards granting access to security restricted areas at an airport.

The purpose of the background check is to prevent persons who may pose a risk to aviation to be granted access to aerodromes and aviation facilities or to be approved for key positions in the aviation industry.

The Civil Aviation Authority (CAA) conducts background checks on persons applying for ID cards or applying to renew their ID cards granting access to security restricted areas of Norwegian airports. An assessment is made on the basis of the following criteria:

- Criminal Record (exhaustive criminal record "uttømmende politiattest – UPA"). If the applicant has not resided continuously in Norway over the past 5 years, additional documentation requirements apply (specified below).
- Documentation of education and employment during the preceding 5 years
- Proof of identity issued by a public authority, containing a personal/social security number and a photo (e.g. National ID card, passport or Norwegian Driving Licence)

A background check must be conducted at least every 5 years. New security screening staff members must undergo a new background check even if the person has previously been approved, and the validity period has not expired. This is due to more stringent background check requirements for security screening staff.

Criminal Records for applicants who have resided abroad

Applicants, who have not resided in Norway continuously during the preceding five years, must submit official documentation sufficient to ensure the CAA that the criminal record is satisfactory. Often this will consist of a Police Criminal Record issued by a public authority from all relevant States of residency. The original document must be forwarded to the CAA. The requirement for such documentation appertains to any State wherein the applicant has resided more than 6 months during the preceding 5 years. If the applicant currently is living in Norway, a Norwegian Criminal Record (UPA) must always be obtained.

All documents must be written in English or in a Scandinavian language, if not the document must be translated by a Norwegian authorised translator into Norwegian or English. The authenticity of a document must be certified by a local Notary Public. The signature of a notary must be legalised by a Norwegian embassy or consulate. If the state has acceded to the Hague Convention 5 October 1961 No 1, legalisation can be replaced by an Apostille. It is not necessary to have documents notarised within the Nordic region. The Notary Public will advise how to obtain an Apostille in that state.

Filling in the application form

Part 1: the application for a Norwegian Police Criminal Record confirmation, to be completed by the applicant and, including a copy of National ID card, passport or Norwegian Driving Licence, submitted to the nearest Norwegian Police station.

Part 2: the application for a background check is divided into 2 parts:

2 a to be completed by the applicant

2 b to be completed by the employer

Part **2 a** and **2 b**, as well as:

- copy of a National ID card, passport or Norwegian Driving Licence
- Documentation of education and employment of the last 5 years

must be forwarded jointly to:

Civil Aviation Authority - Norway, Security Department, PO Box 243, NO 8001 Bodø, NORWAY

The Police issue the Criminal Record which is sent directly to the CAA together with part 1 of the application.

When CAA has received a complete application, every section in the form filled in and with all necessary documentation, the application is normally considered in 6 – 8 days. If the application is incomplete, additional processing time must be expected.

The CAA will inform the Airport ID office (or other applicable entity) of approved applicants. Applicants must contact the Airport ID office to get the ID card issued.

If the background check is not approved, the applicant will be informed by letter. The employer will be informed by separate letter of the refusal.

Latest version of this CAA Form must be used, see www.luffartstilsynet.no

Part 1

To be submitted to:

..... **Police Station**

Use block letters when filling in the form in ink

Application for an Exhaustive Criminal Record Confirmation (uttømmende politiattest – UPA) to the Norwegian Civil Aviation Authority

Part 1 to be completed by the applicant and submitted to the nearest police station. Date of immigration to Norway: If the applicant has immigrated to Norway, the applicant must provide the official date of immigration.			
Date of Birth and Personal / Social Security Number	Name (last name, first name, middle name)		
Residential Address	Postal Code	City	
E-mail Address	Phone (work and mobile)		
Nationality / Citizenship	Date of immigration to Norway		
If any sentences are noted on the record confirmation, the applicant will receive a copy of the confirmation. If nothing is noted, the applicant must check the box requesting a copy. Copy requested <input type="checkbox"/>			
The applicant consents to the forwarding of the confirmation directly to the Civil Aviation Authority. The applicant consents to the forwarding of the outcome of the background check to the employer. Applicant consents <input type="checkbox"/>			
Copy of an identification document issued by a public authority is enclosed <input type="checkbox"/>			
Place	Date		
Applicant's signature	Guardian's signature		

To be completed by the Police Authority The form is used when applying for an Exhaustive Criminal Record Confirmation (uttømmende politiattest – UPA) in connection with a background check of persons given access to aerodromes and aviation facilities cf. Regulation 20 December 1974 No 4 on registration of penal sentences § 12 (1), cf. Aviation Act 11 June 1993 No 101 § 7-24 (a) cf. Regulation 1 March 2011 No 214 on the Prevention of Unlawful Acts Against the Security of Civil Aviation, (BSL SEC 1-1) § 40 (1). The original exhaustive criminal record confirmation must be sent to: Civil Aviation Authority, Security Department, P.O. Box 243, 8001 BODØ If the confirmation is issued as a separate document, the application form must be attached.	
Journal Code	Notes on processing of the application (If the date of registered migration to Norway differs from the applicant's information)
Decision	Nothing noteworthy <input type="checkbox"/> <div style="display: flex; justify-content: space-between;"> Place / Date Signature / Stamp </div>

To be submitted to:
 Civil Aviation Authority - Norway
 Security Department
 PO Box 243
 NO 8001 Bodø
 NORWAY

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Application for a background check

Part 2 a

To be completed by the applicant

Date of Birth and Personal / Social Security Number		Name (last name, first name, middle name)		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Residential Address			Postal Code	City	
Email Address			Phone number (work and mobile)		
Nationality / Citizenship	Place of Birth	Copy of an identification document issued by a public authority is enclosed			<input type="checkbox"/>
Employer (company)			Position (job description)		
Applicants, who have not resided in Norway continuously during the preceding five years, must submit additional documentation, see guidance for details.				Documentation is enclosed	<input type="checkbox"/>
				Documentation is forwarded later	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Applicants must provide information on education and employment of the last 5 years. ▪ Supporting documentation is attached with the application (e.g. relevant certificates or confirmations from schools and employers). ▪ Gaps, other than normal holidays, between periods of education or employment exceeding 28 days must be explained or documented. 					
Residence (address) the last 5 years			Time Periods (from month/year to month/year)		
→					
→					
→					
→					
Employment or education the last 5 years			Time Periods (from month/year to month/year)		
→					
→					
→					
→					
Applicant's additional comments:					
I confirm that the information given above is correct					
Place				Date	
Applicant's signature					

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Part 2 b

To be completed by the employer

Applicant's date of Birth and Personal / Social Security Number	Applicant's name (last name, first name, middle name)	
Employer (Company Name)	Employer's Address	
Business Enterprise Number	Name of Contact Person	
Contact Person's Email Address	Contact Person's Phone Number	
Employer's Billing address	Billing Information (department number, unit number, project number, etc.)	
<input type="checkbox"/> Initial background check	<input type="checkbox"/> Renewal of background check	
The "renewal of background check" box should be ticked if the applicant has been subjected to a background check previously, regardless of employer. For new security screeners, tick "Initial background check". This applies regardless of whether the applicant has been subjected to a background check previously. See guidance for details.		
It is confirmed that the employment has had a duration of 5 years or more	<input type="checkbox"/>	Date of employment
It is confirmed that Part 2 a is duly completed by the applicant	<input type="checkbox"/>	
Place	Date	
Employer's signature		