



**APPLICATION FOR  
BACKGROUND CHECK**

RÍKISLÖGREGLUSTJÓRINN

A background check/vetting is conducted in accordance with the Aviation Act no. 60 from 1998 and Regulation on Aviation Security no. 750 from 2016. Only administrative agencies subject to the legislation and regulation are eligible to request background checks of individuals. A background check can only be carried out upon written consent of the applicant given on this information sheet. The information provided will be processed in accordance with the Regulation on Management of Personal Information by the Police no. 322/2001.

A certified copy of the individual's passport shall be enclosed with the request. It is the applying authority's responsibility to make a copy of the passport identification pages for verification purposes of the passport itself and that the employee subject to background check is the true passport holder.

It is the applying authority's responsibility to inform the National Commissioner of the Icelandic Police (NCIP) when an individual ceases to be employed or carry out duties requiring background check so the individual may cease to be subject to monitoring.

<b>1. Applying Authority in accordance to Regulation 750/2016</b>	
1.1 Applying authority (organisation/firm)	1.2 ID no. (kt.)
1.3 Authority's Point of Contact (POC)	1.4 POC telephone number
1.5 POC email	1.6 Request New <input type="checkbox"/> Revalidation <input type="checkbox"/>
1.7 Date, signature and stamp of applying authority	

<b>2. Employer in accordance to Regulation 750/2016</b>	
2.1 Employer (organisation/firm)	2.2 ID no. (kt.)
2.3 Address	
2.4 Authority's Point of Contact (POC)	
2.5 POCs email	2.6 POCs telephone number
2.7 Date, signature and stamp of employer	
<b>Information on employee subject to background check</b>	
2.8 Full name	2.9 Pers.id.no. (if applicable)
2.10 Job Title	2.11 Type of Pass Crew Pass <input type="checkbox"/> Access Pass <input type="checkbox"/>



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**Information regarding background check**

A background check is conducted in accordance to the Aviation Act 60/1998 and Regulation on Aviation Security 750/2016. The National Commissioner of the Icelandic Police (NCIP), Skúlagötu 21, 101 Reykjavík, Iceland, conducts background checks, or a police district the NCIP has designated to do so, in compliance with Regulation on Management of Personal Information by the Police no. 322/2001. Background checks include evaluation of information on individuals covering at least the last five years from the date of the application, who due to their duties need access to classified information on aviation security or unescorted access to designated Restricted Airport Areas in order to authorize them unescorted access. Information will be obtained from applicable registers, i.e. National Register, Criminal Record, Police Records, Directorate of Customs, Interpol database, District Courts and other official registers. Information may also be sought from appropriate Foreign Authorities (including NSAs) where applicable. By signing the declaration in field 8 the individual accepts to be subject to monitoring for as long as his/her duties require.

A certified copy of the individual's passport shall be enclosed with the request.

Non-Icelandic Citizens and Icelandic Citizens whom have resided or are residing in a foreign country over the last five years shall submit a certified copy of a Criminal Record Check from the relevant authority of that state(s) dated within three months of this application.

If there is not enough space in the fields for the answers, information can be provided on additional signed sheet(s) attached to the information sheet. Lack of information or inadequate completion of this form may have negative effect on the application. The NCIP may require individuals to provide further certified documents if deemed necessary.

Individuals from the applying authority as given in field 1.3 will be informed of the results. Background check can take up to 3 months. During processing of the application no information is given.

*Rights to information*

The information provided on this form will not be used for any other purposes and will be treated with full confidentiality and processed and handled in accordance with the Regulation on Management of Personal Information by the Police no. 322 from 2001. Information will not be used for any other purposes. The individual's rights to information are in conjunction with Regulation on Management of Personal Information by the Police no. 322 from 2001; article 8 and 9 in accordance with Act no. 77 from 2000 on The Protection of Privacy as regards the Processing of Personal Data and the Administrative Procedure Act no. 37 from 1993.

**3. Personal details**

3.1 Full name

3.2 Date of birth (6 digits)

3.3 Gender

Male

Female

3.4 Current citizenship

3.5 Previous citizenship (if applicable)

3.6 Date of current citizenship

3.7 Address (indicate if postal address is different)

3.8 Postal code and city/town

3.9 Email address of individual being background checked

3.10 For non-Icelandic citizens or an Icelandic citizen who has lived abroad for one year or longer, during the last five years, state full address(es). Annex 1 is also to be filled in.



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<b>4. Criminal offences in Iceland or abroad</b>	
4.1 Have you been convicted, prosecuted or fined or do you have a pending police case? No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 Are you or have you been in contact with an individual, a group or an organisation that that may be involved in the planning, preparation or execution of acts of organised crime, drug trafficking, espionage, sabotage or terrorism?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3 If you answered YES in field 4.1 and/or 4.2 please provide a detailed explanation including timeframe and circumstances (use separate sheet if needed):	

<b>5. Employment – list of previous employment (last 5 years)</b>		
5.1 Current employer	5.2 Title	5.3 From (year)
5.4 Previous employer	5.5 Title	5.6 From - to (year)
5.7 Previous employer	5.8 Title	5.9 From - to (year)

<b>6. Education</b>			
6.1 School/College/University	6.2 Programme of study	6.3 Grade	6.4 From - to (year)
6.5 School/College/University	6.6 Programme of study	6.7 Grade	6.8 From - to (year)
6.9 School/College/University	6.10 Programme of study	6.11 Grade	6.12 From - to (year)

<b>7. Other information</b>
Are there other information not covered by previous answers on this form that you think may affect the assessment of the background check (use separate sheet if needed)?          



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**8. Declaration of individual subject to background check**

I certify that I have read and understood the section "Information regarding background check" above and I confirm that the information I conscientiously have provided is correct to the best of my knowledge. I accept that as a part of the background check procedure, information about me will be obtained and passed on to the NCIP, or to a Police District the NCIP has designated to conduct background checks, in accordance with the procedures described i.e. from Police Records, National Register, Directorate of Customs, Interpol database and other official registers. I am aware that background check is required in order to gain access to classified information on Aviation Security or unescorted access to designated Restricted Airport Areas due to my duties and that the access is based upon the results of the background check.

With my signature below I give my consent to be subject to monitoring for as long as my duties require, but for no longer than five years from the date of this application, and that the NCIP may wish to make enquiries both now and on a continuing basis to my initial and continuing security evaluation.

8.1 Place and date

8.2 Signature



**Annex 1**

This annex shall be filled in if:

- The individual subject to background check is or has been residing in a foreign country other than Iceland in the last five years.
- The individual subject to background check has been or is a citizen of a country other than Iceland.

If the individual has had residence in more than one country; a new annex shall be filled in for each country.

**Permission for Background Check / Vetting**

<b>9. Personal information</b>	
9.1 Full name	
9.2 Date and place of birth	
9.3 Nationality	9.4 Previous nationality (if applicable)
9.5 Country and address abroad	

<b>10. Declaration signature</b>
The undersigned hereby gives the appropriate Foreign Authorities (including NSA) permission to conduct a background check to determine suitability for employment. Continuous background check is permitted for as long as the individual's duties require.
10.1 Place and date
10.2 Signature of the individual being background checked