

Instruction – how to apply for background check

Choose **English** language (top right side) at Luftfartstilsynets web-page:



Apply here: <https://luftfartstilsynet.no/en/forms/background-check/background-check/>

Log in with electronic ID. To log in, you need Norwegian social security number (personnummer) or D-number. You also need Elektronic ID.

If you don't have a Norwegian social security number (personnummer), you must apply for a D-number and Electronic ID for access to the application form.

Please follow this link:

D-number: <https://www.skatteetaten.no/kontakt/kontor/id-kontroll/http://eid.difi.no/en/id-porten/how-obtain-electronic-id>

Important: Make sure that all documentations (work/education) for the last five years are saved on your computer. You need to upload this document later in the application.

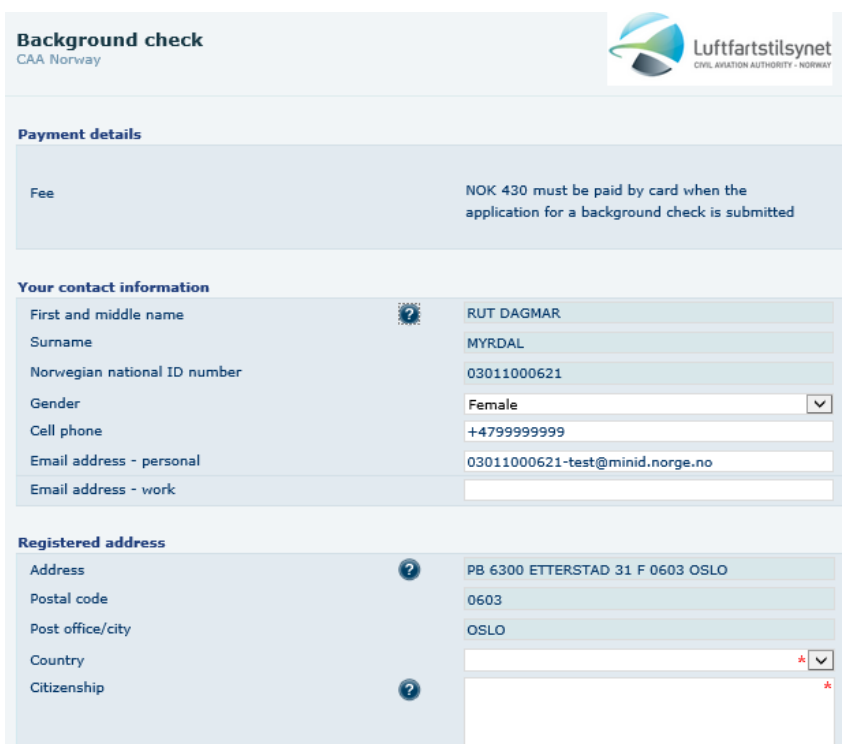
CV or copy of the ID-Card is not valid documentation.

You also need confirmation from your (new) employer that state your work. This is to confirm that you need Luftfartstilsynets background check

The application will not be processed without valid documentation for the past 5 years.

You will now get access to the application form. Please follow the instructions:

* Are mandatory fields and must be filled out



Background check		Luftfartstilsynet
CAA Norway		CIVIL AVIATION AUTHORITY - NORWAY
Payment details		
Fee	NOK 430 must be paid by card when the application for a background check is submitted	
Your contact information		
First and middle name	?	RUT DAGMAR
Surname		MYRDAL
Norwegian national ID number		03011000621
Gender		Female
Cell phone		+4799999999
Email address - personal		03011000621-test@minid.norge.no
Email address - work		
Registered address		
Address	?	PB 6300 ETTERSTAD 31 F 0603 OSLO
Postal code		0603
Post office/city		OSLO
Country		
Citizenship	?	

Notice, the fee shall be paid after the form is filled out

Click on the question-mark and you will get an explanation

When * is filled in, press «Next» >

Application for:

Application for

Will you be working at an airport and have access to a security restricted area, for all or part of the working day?

Type Yes No

*

For applicants who works **within security restricted areas** at Norwegian airports

ID, In order to get access to a security restricted area, is regarding applicants who **work at an airport and need ID card**. The security restricted area is the area of an airport which is beyond the security check point. Apply for «Airport ID card» if you have/will have your place of work beyond the security checkpoint. This also applies if you need to pass through the security check point for work periodically/occasionally.

Security controllers: only_for applicants **working as security controllers** in restricted areas at Norwegian airports.

Choose: Yes

Application for

Will you be working at an airport and have access to a security restricted area, for all or part of the working day?

Type Yes No

*

For applicants who work with production and shipping of goods, but **do not need access to security restricted** area at Norwegian airport.

Choose: No

Position/Employer

What is your job position and witch company are you working for.

Position/Employer

What is your position? *

What is the name of your employer? *

To have your application processed, you must attach documentation from your employer which displays a legitimate need for a background check.

Important: We do **not accept** applications without confirmation from employer that you need a background check.

Documentation:

To process an application for a background check, we need you to attach the **documentation for work/education for the past 5 years** in the form. Applications without valid documentation for the past 5 years will be rejected.

Valid documentation: Documentation is a confirmation that your information is correct. You can attach certificates or work confirmations from employers and/or diplomas from education/schools. Documentations must show start and end date - and must be signed.

If you have been **unemployed**, you need to document this as well..If you have been unemployed in Norway, contact NAV. You can also contact NAV and «Arbeidstakerregisteret». Here you can get an overview with start and end date of all working conditions you have had in Norway.

We do not accept CV og ID card as a valid documentation.

Question regarding documentation, please send e-mail to: bakgrunnssjekk@caa.no

Employment and/or education within the last five years

From	To	Employer/Educational Institution	Attachments
9/28/2015	9/29/2020	test	test Min side.docx

Consecutive dates:
9/28/2015 - 9/29/2020

You have to attach documentation for employing/education for the last five years. Documentation is a confirmation that your information is correct. There may be diplomas from education, certificates, employment agreements etc. Unemployment must also be documented. CV or ID-Card is not valid documentation.

IMPORTANT! Don't attach Criminal Record(s) in the application-form or send it by e-mail to Luftfartstilsynet.

You can upload CriminalRecord(s) from My Page (Min side) or send it by mail to Luftfartstilsynet. Remember, you are responsible for forwarding Criminal Record(s) from all countries you have been registered resident for more than 6 months in the last 5 years.

Please read

Notice: In english, write in dates like this: m/dd/yyyy

Important!

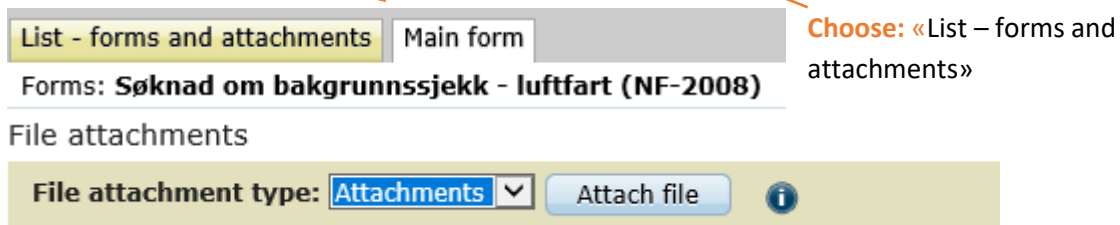
Start date **minimum 5 years back** from applying date. The dates **must be continuous**. The last date is the date you are applying for background check = **5 continuous years**.

Insert before
Insert after [Ctrl+Enter]
Remove [Ctrl+Delete]

You can add or delete lines with click at this:

Notice: If you have had holiday etc between schools or new job – *put the dates together and explain this in the Remark-felt*

Upload documentation:



List - forms and attachments Main form

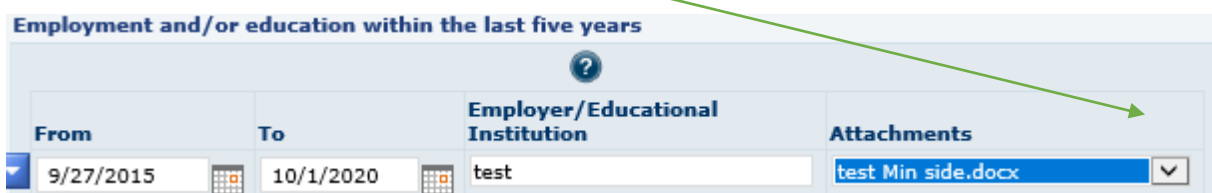
Forms: **Søknad om bakgrunnssjekk - luftfart (NF-2008)**

File attachments

File attachment type: Attachments Attach file

You have to upload attachments which shows work/education for the last 5 years. Once the attachments are uploaded, return to «Main form»

You will now be able to download all the attachments in the “Main form”:



Employment and/or education within the last five years

From	To	Employer/Educational Institution	Attachments
9/27/2015	10/1/2020	test	test Min side.docx

Address last 5 years



Address last five years

Have you lived outside Norway the last five years? Yes No

We need a criminal record certificate from all countries you have been registered as resident for more than 6 months for the last 5 years. These should be original and not older than 90 days. Please send the criminal record to the Norwegian civil aviation authority.

Residence applies to **all countries you have been registered as resident in the last 5 years**. If you have been working in Norway during the last 5 years, but have been registered as resident in another country; - write this in the Remark.

If you have been on a **student exchange or other without registering a move from Norway**, choose No; - write this in the Remark.

Address outside Norway

We need a criminal record certificate from all countries you have been registered as resident for more than 6 months for the last 5 years. These should be original and not older than 90 days. Please send the criminal record to the Norwegian civil aviation authority. All addresses where you have been living abroad must be provided.

Address	<input type="text"/>
Postal code	<input type="text"/>
Postal office/city	<input type="text"/>
Country	<input type="text"/>
From	<input type="text"/>
To	<input type="text"/>

Write the addresses from **all countries** outside Norway where you have been registered as resident **for the last 5 years**. If you have had several addresses, select "add address".

Address last 5 years, Norway

Address last five years

Have you lived outside Norway the last five years?

Yes
 No

We need a Norwegian criminal record certificate if you have been registered as a resident in Norway more than 6 months for the last 5 years. Please send the criminal record certificate to the Norwegian civil aviation authority. The Norwegian criminal record certificate is only valid for 90 days.

Remember to order **Norwegian Criminal record**, type: **Uttømmende politiattest**

Remark

Remark
If you have questions regarding the background check or the application-form, please send an email to bakgrunnsjekk@caa.no Please enter in the email your full name and date of birth.

Attachments

Remark

In the Remark field, you can add comments to the application. For example, you have studied or lived abroad without reporting a move from Norway - or comments regarding attached documentation.

Check form

When you have filled out the form and uploaded valid documentation for the last 5 years, select «check form». If you get a **red text**, the form is not filled out correctly and can't be submitted. Go back and check that every field marked with * is filled out correctly.

You will see in the overview on the left what is incorrectly filled in. If you have problems filling out the form correctly, feel free to send us an email. It is easier for us to guide you if you take a screenshot, then we can see what you have done and what the problem is.

Send email to: bakgrunnssjekk@caa.no

When the application have been filled out correctly, you will receive the following message:

Form check

Main form
Søknad om bakgrunnssjekk - luftfart (NF-2008)
This form has been checked, and is ready for submission.

Choose «Proceed». You are now at step 2 of 3:

Payment and submission

In order to submit a completed application form for a background check, you must pay a fee of NOK 430.

Important! Once you have paid and submitted the application, **you will not have the opportunity to return to change the application**. You must therefore be **absolutely sure** that the application is filled in correctly.

Choose: Pay and submit

Payment:

Netaxept

nets: Choose payment – and «Next».

Merchant: Luftfartstilsynet - Test

Amount: 430,00 (NOK)

Order number: ALTINN19927

Please select payment method and press "Next".

- Visa
- Mastercard
- American Express
- Diners Club
- Coop Ikano
- JCB
- Maestro
- Märkeskort Ikano

Cancel Next >

Payment information:

Reference number: AR6698204

The application has been automatically screened and may be submitted. Please note, however, that errors/inaccuracies may be discovered by the case officer and additional information may be required. Please state the reference number when contacting CAA Norway

Reference number, if you need to contact [Luftfartstilsynet](#), please write in the email your **full name** and **birthdate/D-number**.

▼ Payment information

Payment is completed for this submission. See details below.

Betalingsdetaljer	
Order number:	ALTINN19927
Payment date	10/1/2020 10:18:13 AM
Sum:	kr 430.00

Receipt email, submitted application:

 [Send a copy of the receipt by email](#)

If you need a receipt, add your email address. You will then get an email «Receipt for submitted application». You can also choose «Print» receipt.

Inbox – altinn:



[< To inbox](#)

In «Archive», you will find submitted application.

Receipt email, paid application for background check:

You will also receive a receipt for a paid background check. This will be sent to the email address you provided in the application. The receipt can be used if the employer shall refund the fee.

My page:

When you have sent in the application for background check, then you will get access to **My page** at Luftfartstilsynet website.



At **My page**, you must **upload Criminal record(s)** from all countries where you have been registered as a resident for the past 5 years.

My page: at the top right, Luftfartstilsynets website. Log in with electronic ID - and you will get access for uploading Criminal record(s):

Send in PDF, JPG - or take a Screenshot of the Criminal record(s).

🔒 Elisabeth [redacted]

[redacted]

Born: [redacted]

Background Check

✔ You have a valid background check for ID Card
valid until 05. February 2023

✔ Police criminal record certificate
Police certificate received

📄 Upload police criminal record certifica

Criminal record(s)

Luftfartstilsynet must have a Criminal record(s) from all countries where you have been registered as a resident for the past 5 years. Criminal record(s) must be uploaded at **My page**.

www.luftfartstilsynet.no

Criminal record(s) must **not** be included **electronically in the application** or sent by **email**, because it contains confidential. Criminal record(s) is **valid for 90 days** from the date of issue. If the Criminal record(s) is expired, you have to order a new and valid Criminal record.

Status application:

Follow status at **My page** www.luftfartstilsynet.no

If you have applied for access to a secure area at Norwegian airport (ID or security controller), you can also follow the status on My ID card: www.avinor.no

Processing time:

Luftfartstilsynets processing time is up to 4 weeks. If you have submitted valid documentation and sent Criminal record(s) to the Civil Aviation Authority, the processing time will be shorter.

In the event of errors/deficiencies in the application, Luftfartstilsynet will send an email to the email address you have provided in the application.

Has it been a long time since you applied and the status of My Page is not changed? Contact us at bakgrunnssjekk@caa.no

Remember to state your **full name and date of birth** (D-number) in all inquiries to Luftfartstilsynet.

Luftfartstilsynet do not send out notification when the application is processed and finished. You must follow the status at **My page**.