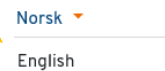




Instruction – how to apply for background check

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



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Before you apply for background check

- Are you applying for a **renewal** of a current background check? Please check **My page** at www.luftfartstilsynet.no before you submit your application. The Civil Aviation Authority **does not process** applications where the applicant has an already approved background check with an expiration of more than 2 months. **The fee is non-refundable.** This does not apply to applicants who are to change the type of access from, for example, Known Consigner to ID.
- Make sure that all documentations (work/education/unemployed) 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.**

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

Apply for background check

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.

D-number

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>


When you have logged in: You will now get access to the application form.

Please follow the instructions:

Application form – step by step

* Are mandatory fields and must be filled out


Background check
CAA Norway





Payment details

Fee: NOK 460 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		<input type="text"/> *
Citizenship		<input type="text"/> *

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

Check if the email address is correct. The Civil Aviation Authority of Norway (Luftfartstilsynet) sends you an email about errors/lack in the application



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

Velg... *

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

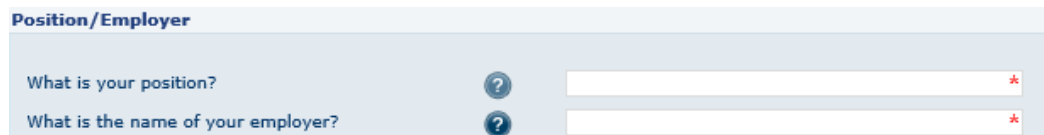
Velg... *

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.



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, unemployed and/or education for the past 5 years

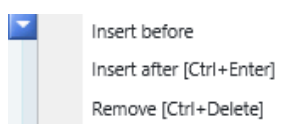



Please read

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

Important!

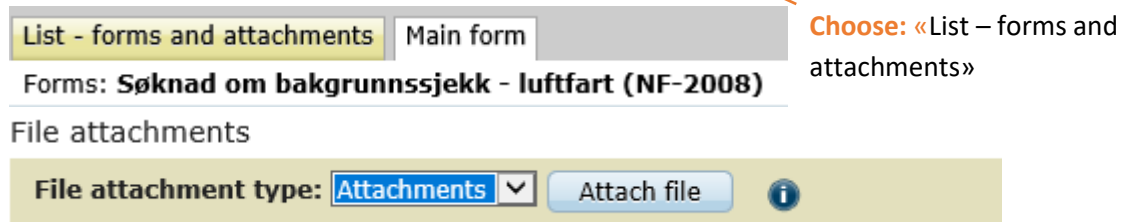
Start date **minimum 5 years back** from applying date. The dates **must be continuous**. The last date is the date you are applying for background check = **5 continuous years**.



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

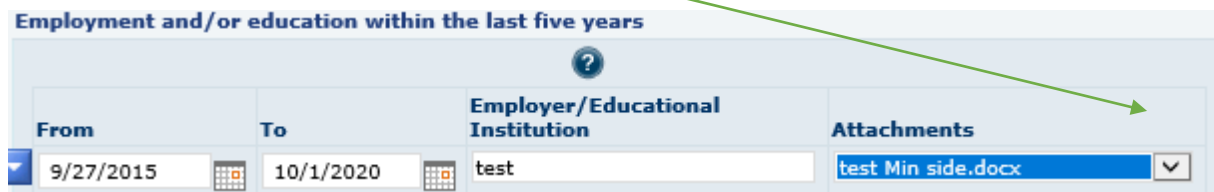


The screenshot shows a navigation bar with two tabs: "List - forms and attachments" (highlighted in yellow) and "Main form". Below the tabs, the form title is "Forms: Søknad om bakgrunnsjekk - luftfart (NF-2008)". Underneath, there is a section titled "File attachments" with a label "File attachment type:" followed by a dropdown menu set to "Attachments", an "Attach file" button, and an information icon.

Choose: «List – forms and attachments»

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”:



The screenshot shows a section titled "Employment and/or education within the last five years" with a help icon. It contains a table with four columns: "From", "To", "Employer/Educational Institution", and "Attachments". The "From" column has a date of 9/27/2015 with a calendar icon. The "To" column has a date of 10/1/2020 with a calendar icon. The "Employer/Educational Institution" column contains the text "test". The "Attachments" column has a dropdown menu showing "test Min side.docx". A green arrow points from the text above to the "Attachments" dropdown.

Address last 5 years



The screenshot shows a section titled "Address last five years" with a question: "Have you lived outside Norway the last five years?". There are two radio buttons: "Yes" (which is selected) and "No". Below the question, there is a note: "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: bakgrunssjekk@caa.no

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

Form check

Main form
Søknad om bakgrunssjekk - 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 460.

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 460,00

[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, Luftfartstilsynet (CAA Norway)

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**

Born:

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 certificat

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** (Min side) (this is for free) 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.

Important! If there are any **remarks/comments** on your Criminal record from other countries than Norway, then you have to send the original and a translated Criminal record by post to:

Luftfartstilsynet
Postboks 243

8001 Bodø
Norway

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 uploadet Criminal record(s) to the Civil Aviation Authority (My page), the processing time can be shorter.

In the event of errors/lack 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**.

Note:

New Security regulations regarding valid background check from 01.01.2022: Approved background check is valid for 12 months from the date of approval (for applicants that need access to secure zone at Norwegian airports).

If you apply for background check from 01.01.2022: When you need to renew your background check – at the earliest 2 months before expiry – please follow The Norwegian CAA (Luftfartstilsynet) website for more information regarding how to apply for renewal of background check:

www.luftfartstilsynet.no

For applicants that shall work outside secure zone at Norwegian airports: Approved background check is valid for 36 months from the date of approval. When you need to renew your background check – at the earliest 2 months before expiry.

