

Instruction – how to apply for a background check

Choose **English** language (top right side) at [CAA Norways webpage](#): Norsk ▾
English

Contents

Before you apply for a background check.....	2
Apply for a background check.....	2
D-number.....	2
When you have logged in	2
Application form – step by step	3
The purpose of your application	4
Position/Employer.....	5
Documentation.....	5
Employment, unemployed and/or education for the past five years	5
How to upload documentation	6
Address last five years outside of Norway	6
Address last five years in Norway.....	7
Remark.....	7
Check form	7
Payment and submission	8
Payment information.....	8
Receipt.....	9
Inbox – altinn.....	9
Receipt on e-mail: paid application for background check.....	9
My page on www.luftfartstilsynet.no (CAA Norway)	9
Criminal record(s).....	10
Status application	10
Processing time	10

Before you apply for a 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 six 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.
- Ensure that you have all the necessary documentation (work/education/unemployment) for the last five years saved on your computer before you begin. You need to upload this document later in the application.
CV or copy of the ID-Card is not considered valid documentation.

The Civil Aviation Authority will not process the application without valid documentation for the past five years.

Apply for a background check

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

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

D-number

If you do not have a Norwegian social security number (personnummer), you must apply for a D-number and [Electronic ID](#) to access 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 below.

Application form – step by step

Fields marked with * are mandatory fields and must be filled out.

Background check
CAA Norway



Payment details

Fee

NOK 450 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.

Check if the e-mail address is correct.

The Civil Aviation Authority of Norway will send you an e-mail if there are errors/lack in the application.

Click "Next" when all fields marked * is filled out.



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

The purpose of your application

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? Yes No

Type ? 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 an 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? Yes No

Type ? 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 which 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 five years** in the form. Applications without valid documentation for the past five 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. Documentation 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 of the start and end date of all working conditions you have had in Norway.

We do not accept CV or ID card as valid documentation.

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

Employment, unemployed and/or education for the past five years

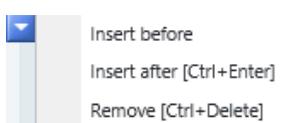


Please read this!

Notice: In English, write the dates like this: mm/dd/yyyy

Important!

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



You can add or delete lines by clicking this: 

Notice: If you have had holiday etc. between schools or a new job – *put the dates together and explain this under "Remarks"*.

How to upload documentation



List - forms and attachments Main form

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

Choose "List - forms and attachments."

File attachments



File attachment type: Attachments Attach file

You have to upload attachments that show work or education for the last five years. Once the attachments are uploaded, return to the "Main form".

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



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

Address last five years outside of Norway



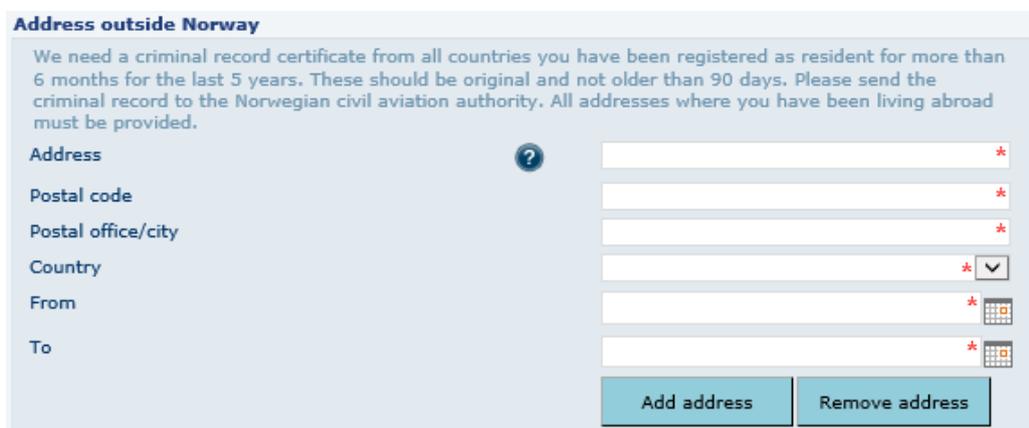
Address last five years

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 where you have been a registered resident in the last five years**. If you have been working in Norway while being registered as a resident in another country – write this under "Remark".

If you have been on a **student exchange or similar without registering a move from Norway**, choose "No" and 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 *
Postal code *
Postal office/city *
Country *
From *
To *

Add address Remove address

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

Address last five years in 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 bakgrunnssjekk@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, if 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 all the necessary documentation, select “Check form”. If some of the text is red, the form is not filled out correctly and can not be submitted. Go back and check that every field marked with * is correctly filled out.

On the left, there is an overview that shows the incorrect details. If you have problems filling out the form correctly, feel free to send us an e-mail. 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 the e-mail to: bakgrunnssjekk@caa.no

When the application is complete, 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.

Click “Proceed”. You are now at step two out of three.

Payment and submission

To submit a completed application form for a background check, you must pay a fee of NOK 450.

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

Click “Pay and submit”.

Payment:

Netaxept **nets** Choose payment method and then “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



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 CAA Norway, please write your **full name and birthdate/D-number** in the e-mail.

▼ 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 450,00

Receipt

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

If you need a receipt, add your e-mail address or print it by selecting “Print receipt under “Archive”.

Inbox – altinn



[< To inbox](#)

You will find the submitted application in Altinn under “Archive”

Receipt on e-mail: paid application for background check

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

My page on www.luftfartstilsynet.no (CAA Norway)

When you have submitted the application for a background check, you will get access to **My page** on CAA Norway’s website.



[My page](#) [English](#) ▾

On **My page**, you must **upload the criminal record(s) from all the countries you have been registered as a resident in for the past five years.**

My page: at the top right corner on CAA Norway’s website. Log in with Electronic ID, and you will get access to upload your criminal record(s):

We accept PDF and JPG files – or take a screenshot of the criminal record(s).

👤 **Elisabeth**

Born: 28.05.1967

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 certificate again](#)

Criminal record(s)

The CAA Norway needs the criminal record(s) from all countries where you have been registered as a resident for the past five years. Therefore, upload your criminal record(s) on **My page** (Min side) www.luffartstilsynet.no.

Criminal record(s) must **not** be included **electronically in the application** or sent by **e-mail** because it contains confidential information. 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 criminal record.

Status application

Follow status on **My page** at www.luffartstilsynet.no.

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

Processing time

The processing time at CAA Norway is up to four weeks. However, if you have submitted valid documentation and uploaded your criminal record(s) correctly, the processing time will be shorter.

In the event of errors/lack in the application, CAA Norway will notify you by e-mail to the e-mail address you provided in the application.

If the process takes too long (more than four weeks) and the status on **My Page** have not changed, contact us at bakgrunnssjekk@caa.no

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

CAA Norway does not send out a notification when the application is processed and finished. You must follow the status on **My page**.