



**Information for the applying authority and the individual requested to be vetted**

Only administrative agencies subject to legislation/regulations regarding background checks are eligible to request vetting of individuals. A vetting request is only adequate when the information sheet is received from competent applying authority with original signatures and stamp. Vetting can only be carried out upon written consent of the applicant given on this information sheet.

Individuals needing access to classified information or unescorted access to designated restricted areas (due to security & defence matters, aviation or maritime security) must undergo vetting before being granted access. The National Commissioner of the Icelandic Police (NCIP) / National Security Authority (NSA ISL) is the responsible vetting authority in Iceland, or a police district the NCIP/NSA ISL has designated to do so. Information will be obtained from applicable registers, i.e. National Register, Police Records, Credit registers and tax authorities as well as from the SIS and Interpol databases. The NCIP/NSA ISL may require further information from individuals than provided on this information sheet. By signing the declaration the individual accepts to be subject to monitoring for as long as his/her duties require so.

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 vetting is the true passport holder. Non-Icelandic Citizens and Icelandic Citizens residing in a foreign country (currently or previously) for the last 5 years, shall submit a certified copy of a Criminal Record Check from the proper authority of that state(s) dated within 3 months of this application. They may also be required to provide further requested certified documents or in some cases the NCIP/NSA ISL will contact competent foreign security authorities.

It is the applying authority's responsibility to inform the NCIP/NSA ISL when an individual ceases to be employed or carry out duties requiring vetting so the individual may cease to be subject to monitoring.

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.

If the vetting request is for temporary access to security restricted areas (i.e. one time access) and the individual will be escorted at all times, section 2.13 and Annex 1 is not to be filled in.

Individuals from the applying authority as given in field 1.3 will be informed of the results. Vetting can take up to 3 months. Information cannot be given during the vetting process. Information provided on this form will be used solely to evaluate the individual's security fitness and propriety; not for any other purposes and will be treated with full confidentiality.

**1. Applying authority (employer)**

1.1 Law/regulation application is based on: Aviation Security <input type="checkbox"/> Maritime Security <input type="checkbox"/> Security & Defence <input type="checkbox"/> Other <input type="checkbox"/> If other:		1.2 Vetting request New <input type="checkbox"/> Revalidation <input type="checkbox"/>
1.3 Applying authority (organisation/firm)  ----- Authority's address, Point of contact (POC) and email address -----		
1.4 Company where the individual being vetted is employed if other than applying authority and jobtitle		
1.5 Name of individual subject to vetting	1.6 ID number (SSN)	1.7 Passport number
1.8 Place and date	1.9 Signature and stamp of applying authority	



2. Personal details		
2.1 Surname	2.2 First and middle name	
2.3 Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	2.4 Date of birth (6 digits)	2.5 Pers.id.no. (If applicable)
2.6 Current citizenship	2.7 Previous citizenship (if applicable)	2.8 Date of current citizenship
2.9 Home address (indicate if postal address is different)		2.10 Postal code and city/town
2.11 Email address of individual being vetted		
2.12 Children's names if applicable (18 years of age and younger)		
2.13 For non-Icelandic citizens or an Icelandic citizen who has lived abroad for one year or longer, during the last 5 years, state full address(es). Annex 1 is also to be filled in.		

  

3. Marital status		
3.1 Full name of cohabitant/spouse/partner		3.2 Date of birth
3.3 Current citizenship	3.4 Previous citizenship (if applicable)	3.5 Date of current citizenship
3.6 Home address		3.7 Postal code and city/town

  

4. Criminal offences in Iceland or abroad
4.1 Have you been reported to the police, fined, criminally charged, had a case involving the police or been prosecuted or convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 Have you had a case involving the police that has been dropped, had a case settled in the conflict council, has the prosecution dismissed a criminal proceedings case against you? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.3 Are you or have you been in contact with an individual, a group or an organisations that that may be involved in the planning, preparation or execution of acts of espionage, sabotage or terrorism? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.4 If you answered YES in field 4.1, 4.2 and/or 4.3 please provide a detailed explanation including timeframe and circumstances (use separate sheet if needed):



**Annex 1**

This annex shall be filled in if:

- The individual subject to vetting is or has been residing in a foreign country other than Iceland, for one year or more in the last 5 years.
- The individual subject to vetting 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>	
I hereby give my consent to the appropriate Foreign Authorities (including NSA) to vetting in order for relevant authorities to determine my suitability for employment. I understand and accept that once initial adjudication has been made and for as long as my duties require; I will fall under the concept of continuing monitoring. I therefore understand and accept that the NCIP/NSA ISL may wish to make enquiries, both now and on a continuing basis as long as my duties require so, to my initial and continuing security evaluation.	
10.1 Place and date	10.2 Signature of the individual being vetted