



POLITIET

Attachment to an application for a police certificate of conduct: Confirmation from the employer

The employer must fill in the form and give it to the applicant for further processing. All boxes must be filled in.

Information about the applicant for a police certificate of conduct:

¹⁾ Name of the applicant:	²⁾ Norwegian ID number:
³⁾ The applicant has been offered or is appointed to the following job, assignment or (NGO) position:	
⁴⁾ Description of the assignment or work the applicant will perform for the employer:	
⁵⁾ Starting date:	⁶⁾ Duration: <input type="checkbox"/> Permanent or fixed assignment/position. <input type="checkbox"/> Temporary assignment/position which ends: _____
⁷⁾ Legal basis for the requested police certificate of conduct:	
⁸⁾ The applicant must choose the following "category" and "purpose" from the Norwegian Police's list of purposes in the application:	

Information about the recipient of the police certificate of conduct:

⁹⁾ Name of the employer:	¹⁰⁾ Norwegian organization number:
¹¹⁾ Contact person at the employing firm/NGO (name, position, telephone number and e-mail):	
¹²⁾ Place and date:	

Guidance for filling in the confirmation form

The employer must fill in all the boxes of the form and give it to the applicant for further process. A request for the issue of a police certificate of conduct must be submitted by the person whom the certificate concerns. An employer or others cannot submit the application on behalf of the person whom the certificate concerns.

Box 1 and 2: Name of the applicant and Norwegian ID number

State the first and last name and the Norwegian ID number (birth date and social security number) of the applicant.

Box 3: The applicant has been offered or is appointed to the following job, assignment or (NGO) position:

State the job, assignment or position the employer has been offered or is appointed to at the employer named in box 9.

Box 4: Description of the assignment or work the applicant will perform for the employer

State what kind of tasks the applicant will perform. This is important information for us if the legal basis for issuing police certificates of conduct only applies for some job positions, assignments or tasks.

Box 5 and 6: Start date and duration

State the start date for the applicant to start working and the duration of the job, assignment or the position that the applicant has been offered or is appointed to. State the date the position/assignment will end if the job, assignment or position is temporary.

Box 7: Legal basis for the request for a police certificate

State the legal basis in Norwegian law or regulations that requires the applicant to present a police certificate of conduct. A request for a police certificate of conduct can only be made in accordance with Norwegian law and regulations. An overview of all legal sources with requirements for a police certificate of conduct can be found in [the Police's purpose list](#).

Box 8: Choosing "category" and "purpose" from the list of purposes

State the "category" and "purpose" according to the list of available purposes: [the Police's purpose list](#). For example: Category "Kindergartens and schools" and purpose "Public Schools".

Box 9 and 10: Name of the employer and Norwegian organization number

State the name and organization number of the firm/NGO who according to Norwegian law and regulations can make a request for a police certificate of conduct from an employee. Information on who can make requests for the different purposes can be found in [the Police's purpose list](#).

Box 11: Contact person at the employing firm/NGO

State the name, position, phone number, e-mail and other relevant information about a contact person at the employing firm/NGO stated in box 9. We might contact this person if we have any questions about the confirmation form.

Box 12 and 13: Place and date

The confirmation form must be dated. The form cannot be older than 3 months when the application for a police certificate of conduct is submitted. There is no requirement for a signature or stamp on the confirmation form.

Finnmark politidistrikt

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