



# POLITIET

## Request for access to personal data in national police databases

You are entitled to request access to personal data in police databases. This may be data regarding you or regarding things you own. Access will generally not be granted to other people's personal data.

Please send the form to the National Criminal Investigation Service (Kripos) (PO box 2094 Vika, NO-0125 Oslo), the police district that decided to record your data, or the police district where you reside. Please see politiet.no for addresses.

Please be aware that emails are often sent unencrypted. Privileged, sensitive or other confidential information should therefore not be sent by email. This includes emails that contain national identity numbers.

The response to your request will be sent to your current address listed in the Norwegian National Population Registry (folkeregisteret).

### Personal details

Forename(s):			
Family name(s):			
Former family name(s):			
Address:			
Postcode:	City/Town:	Norwegian national identity number (11 digits):	Tel. no.:
Email:			

### I request access to personal data regarding:

- myself
- my own child(ren) under 18
- a person on whose behalf I am acting (please attach power of attorney)

Please fill in the details of the person whose personal data you request access to:

Forename(s):
Family name(s):
Norwegian national identity number (11 digits):

### Signature

Place	Date	Signature	Signature of parent or guardian
-------	------	-----------	---------------------------------

- Have you remembered to attach proof of identity?

The request for access must be signed, and a copy of valid proof of identity must be attached. Please refer to page 5 for what is considered valid proof of identity. If the data subject is under 15, the request for access to personal data must be signed by a parent or guardian. From the age of 15, listed persons can request access themselves under the Police Databases Act. Parents or guardians can on an independent basis request access to data regarding the data subject (the child) if the child is under 18. In such cases, the child should be informed. If you have requested access on behalf of a child over 15, the child will receive a copy of the reply. Please state the child's contact details for that purpose.

### Child's contact details (current address listed in the Norwegian National Population Registry (folkeregisteret))

Address:	Postcode:	City/Town:
----------	-----------	------------

## Please indicate to which database or case access is requested

Tick only the box(es) of the database(s) relevant to your request.

If you request access to one or several national police databases, please read the information on pages 5 and 6, and only tick databases relevant to your request.

Are you requesting access to data the police have recorded about sanctions imposed against you for offences you have committed? Data from the Criminal Sanctions Database are generally only provided verbally. If you are requesting access to the Criminal Sanctions Database, please visit your local police.

If you have queries regarding police certificates of conduct, go to [politiet.no](http://politiet.no) to learn more, or contact the competent police office in Vardø (Politiets enhet for vandelskontroll og politiattester).

Are you requesting access to data the police have recorded about you because you have reported a crime, or because you have been either reported, a victim or a witness in a criminal case?

For access to the Criminal Cases Database, please describe the matter in more detail. Please note that requests for access to *documents in criminal case files* (such as interviews, crime reports, decisions) must be directed to the police district or specialist agency that handled the criminal case.

**Criminal Cases Database**

---

Time                      Place

---

Description of the matter

Are you requesting access to data the police have recorded about you because you have been in touch with a police control room in connection with an incident, or have been involved in an incident which may be on record?

For access to the police operations log, please state the time, place and incident or otherwise identify the incident you believe may be on record. Access is not granted to internal police assessments and service planning.

**Police operations log**

---

Time                      Place

---

Event

Are you requesting access to the audio log after being in contact with a police control room in connection with a current incident/assignment?

For access to the audio log, please state the time, place and incident or otherwise identify the assumed record you are requesting access to. Audio log data are, as a rule, automatically deleted after 90 days.

**Audio log**

---

Time                      Place

---

Event

Are you requesting access to data about you in connection with being held in police custody (in the police cells, or on remand)? Audio and video recordings are, as a rule, automatically deleted after 30 days.

**Police cells log**

**Audio and video recordings from police cells**

Are you requesting access to photos taken of you by the police in connection with an offence you were suspected of, charged with or convicted of?

**Central photo database**

Have you had your fingerprints taken and want to know what is on record in the Fingerprint Database?

**Fingerprint Database**

Have you provided a DNA sample and want to know what is on record about you in the National DNA Database?

**National DNA Database**

Are you requesting access to personal or enterprise data and police information about you recorded in connection with a measure directed at you or your enterprise?

**Identity and Police Information Database**

Are you requesting access to information the police have recorded about you in connection with criminal intelligence?

**National Criminal Intelligence System**

Are you requesting access to information the police have recorded about you in connection with border checks and/or checks of foreign nationals?

**Border Control Database**

Are you requesting access to air passenger data the police have recorded about you for the purposes of preventing, detecting, investigating and prosecuting terrorist offences and serious crime?

**Passenger Name Record (PNR) Database**

Do you want to know whether you have, or an object you own has, been wanted or sought by the police in connection with prosecution or other police responsibilities?

**National Police Alert/Circulation System**

Are you requesting access to information the police have recorded about you in connection with conduct and follow-up of the police's early intervention talks with minors and their parents?

The early intervention talks database only contains data about persons born after 01 April 1985 If the data subject was born before 1 April 1985 there will be no record of him or her on the database and access will consequently not be granted.

**Early intervention talks**

Have you or the person on whose behalf you are requesting access, been classified as a missing person for at least three months, or presumed dead, and do you want access to this data?

**Missing Persons Database**

Are you requesting access to information the police have recorded in connection with your involvement in a case regarding suspicious transactions (money laundering or financing of terrorism)?

**Money Laundering Database**

The National Authority for Investigation and Prosecution of Economic and Environmental Crime (Økokrim) is the data controller for the Money Laundering Database If you are requesting access to this database, your request will be forwarded to Økokrim.

Are you requesting access to information the police have recorded about you in connection with tasks performed by the police under the Immigration Act or at the Police Immigration Detention Centre?

**Police Foreign Nationals Database**

The National Police Immigration Service is the data controller for the Police Immigration Database. If you are requesting access to this database, your request will be forwarded to the National Police Immigration Service.

## **Closer description of the matter**

If you are unsure what database to request access to, please describe in what connection you believe to have been recorded on a police database.

## Proof of identity

**Valid proof of identity must be attached for us to be able to consider your request. The proof of identity cannot have an expired validity date. What is accepted as proof of identity?**

- passport (not emergency passport)
- Norwegian bank card with photo
- Norwegian driving licence – original and duplicate
- Nordic EU/EEA standard driving licence
- Norwegian Ministry of Defence ID card (from 2004)
- Norwegian Post ID card issued after 1 October 1994
- National ID card issued within the European Economic Area
- Asylum Application Registration Card in addition to signature and birth place
- Norwegian Refugee Travel Document (green passport)
- Norwegian Immigrant's Passport (blue passport)

**For legal persons (businesses, organisations, etc.) registered in the Norwegian Register of Business Enterprises:**

Certificate of Registration no older than three months. Please attach copies of relevant documentation.

**For legal persons (businesses, organisations, etc.) registered in the Norwegian Central Coordinating Register for Legal Entities, but not in the Register of Business Enterprises:**

A printout from the Central Coordinating Register for Legal Entities which contains all registered information about the entity, and which is no older than three months.

**For legal persons (businesses, organisations, etc.) not registered in the Norwegian Central Coordinating Register for Legal Entities, but in a different public register:**

A certificate or printout from the register which contains the name, business address or head office address and any foreign organisation number. It must be clear from the certificate or printout which public register can confirm the information.

Any person who requests access on behalf of a legal person, must present a relevant power of attorney.

## Overview of data in the police databases

**Criminal Cases Database** (Police Database Regulations chapter 48)

Information about received crime reports and handling of criminal cases. The database tracks the processing of all criminal cases and provides the basis for a number of statistics.

**National Criminal Sanctions and Police Information Database** (Police Databases Regulations chapter 44)

Records of penalties and other measures imposed as a result of breaches of the law. Personal details, sanctions and measures are recorded. The database enables criminal records checks under the Police Databases Act chapter 7.

**Identity and Police Information Database** (Police Databases Regulations chapter 49)

Contains personal data and police information to ensure that police processing of case, sanction and identity information is linked to the correct person or enterprise. The database enables criminal records checks under the Police Databases Act chapter 7.

**National DNA Database** (Police Databases Regulations chapter 45)

The National DNA Database is made up of a convicted offenders database, a known suspects database and a crime-scene samples database. It contains data from DNA samples obtained under the Criminal Procedure Act section 158 and the Police Databases Act Section 12.

**Central Photo Database** (Police Databases Regulations chapter 46)

The Central Photo Database is made up of a convicted offenders database, a known suspects database and a crime-scene samples database. The database contains photos obtained under the Criminal Procedure Act section 160, the provisions of the Prosecution Regulations chapter 11 and the Police Databases Act section 13.

**Fingerprint Database** (police Databases Regulations chapter 46)

The Fingerprint Database is made up of three sub-databases: a Convicted Offenders Database, a Suspects Database and a Forensic Evidence Database. The database contains fingerprints obtained under the Criminal Procedure Act section 160, the provisions of the Prosecution Regulations chapter 11 and the Police Databases Act section 13.

**National Police Intelligence System** (Police Databases Regulations chapter 47)

Information intended to prevent, uncover and stop crime and safeguard personal safety for the individual citizen. The police have extensive authority to refuse access to information in this database, on a case-by-case basis, if access might compromise police work.

**The Missing Persons Database** (Police Database Regulations chapter 50)

Information about missing persons presumed to be dead and unidentified dead bodies.

List continues on next page.

## Overview of data in the police databases (continued)

### **Police Circulation Database** (Police Database Regulations chapter 51)

Contains records on nationally circulated wanted or missing persons and lost or stolen objects.

### **Money Laundering Database** (Police Database Regulations chapter 52)

Database for suspicious transaction reports. The police have extensive authority to refuse access to information in this database, on a case-by-case basis, if access might compromise police work. Requests for access to personal data in the Money Laundering Database and the database of the National Joint Analysis and Intelligence Centre at Økokrim should be sent to Økokrim.

### **Police Operations Log** (Police Database Regulations chapter 53)

Provides police control room supervisors with a continuous 24/7 overview of incidents and assignments. The database is used to plan and carry out operational policing in the police districts.

### **Audio Log** (Police Database Regulations chapter 53)

Automated and continuous audio recordings from telephones and other communication equipment in the police control rooms.

### **Police Cells Log with audio and video recordings in police cells** (Police Database Regulations chapter 54)

Record of all persons detained in police cells under the provisions of the Criminal Procedure Act, Immigration Act and Police Act. The purpose of audio and video recording in police cells is to safeguard the life and health of the detained.

### **Early Intervention Talks** (Police Database Regulations chapter 58)

Contains information relating to holding and following up police early intervention talks with minors and their parents/guardians, cf. the Police Act section 13.

### **Border Control Database** (Police Database Regulations chapter 55)

Contains information in connection with police border checks and checks of foreign nationals in Norwegian territory.

### **Police Immigration Database** (Police Database Regulations chapter 56)

Used by the National Police Immigration Service to discharge their duties under the Immigration Act, and to handle tasks in relation to the Police Immigration Detention Centre. Requests for access to data in the Police Immigration Database should be sent to the National Police Immigration Service.

### **Passenger Name Record (PNR) Database** (Police Database Regulations chapter 60)

The PNR Database contains passenger data collected from and transferred by air carriers. The data is processed for the prevention, detection, investigation and prosecution of terrorist offences and serious crime.

### **Police Informant Management System** (Police Database Regulations chapter 57)

National record of police informants. Requests for access to personal data in the Police Informant Management System should be sent to the National Criminal Investigation Service.