



**Umsókn um bakgrunnsathugun / Application for a background check**

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On this application the following shall be filled out:

- Page 1
  - 2.8 – Name
  - 2.9 – date of birth / kennitala
  - 2.10 – Job description
    - This refers to your title at KAA, e.g. “Flight student”.
- Page 2
  - 3. Personal Details
- Page 3
  - 4. Criminal offences in Iceland or abroad
  - 5. Employment
  - 6. Education
  - 7. Other information
- Page 4
  - 8. Declaration of individual subject to background check
- Page 5
  - This page needs to be filled out if the individual meets the criteria listed at the top of the page.
  - 9. Personal information
  - 10. Declaration signature

The following document shall be handed in with the application:

- Official criminal record from the individuals country of residence if:
  - The individual subject to background check is or has been residing in a foreign country other than Iceland, for one year or more in the last 5 years, or is a citizen of a country other than Iceland.
- Copy of passport

**Umsókn um aðgangsheimild / Application for airside access**

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Please fill out the following:

- A.
    - Please fill out personal data.
    - Job description refers to your title at KAA, e.g. “Flight student”.
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Items or sections marked by \* on the example application attached shall be filled out by the applicant as per the instructions above.

Original copies of applications and attached documents need to be turned in to Keilir Aviation Academy main building or to the flight training administrators. Applications can also be sent via mail to:

Keilir Aviation Academy  
Grænásbraut 910  
235 Reykjanesbæ  
Iceland  
Berist til FTA

Applications sent via email are not accepted.

If any questions arise, contact [FTA@keilir.net](mailto:FTA@keilir.net)

Please note that the following example application forms are for reference only, not to be printed out and used. The official forms to be used will be sent as a separate attachment.



A background check/vetting is conducted in accordance to the Aviation Act 60/1998 and Regulation on Aviation Security 985/2011. Only administrative agencies subject to the legislation and regulation are eligible to request background checks of individuals. A background check can only be carried out upon written consent of the applicant given on this information sheet. The information provided will be processed in accordance to the Regulation on Management of Personal Information by the Police no. 322/2001.

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 background check is the true passport holder.

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

<b>1. Applying Authority in accordance to Regulation 985/2011</b>	
1.1 Applying authority (organisation/firm)	1.2 ID no. (kt.)
1.3 Authority's Point of Contact (POC)	1.4 POC telephone number
1.5 POC email	1.6 Request New <input type="checkbox"/> Revalidation <input type="checkbox"/>
1.7 Date, signature and stamp of applying authority	

<b>2. Employer in accordance to Regulation 985/2011</b>	
2.1 Employer (organisation/firm) Keilir Aviation Academy	2.2 ID no. (kt.) 671108-0190
2.3 Address Grænásbraut 910, 235 Reykjanesbæ	
2.4 Authority's Point of Contact (POC)	
2.5 POC's email FTA@keilir.net	2.6 POC's telephone number 664-0169
2.7 Date, signature and stamp of employer	

<b>Information on employee subject to background check</b>	
2.8 Full name *	2.9 Pers.id.no. (if applicable) *
2.10 Job Title *	2.11 Type of Pass Crew Pass <input type="checkbox"/> Access Pass <input checked="" type="checkbox"/>



APPLICATION FOR  
BACKGROUND CHECK

Updated: 15.03.2013

RINNISLOGREGLUNTINGURINN

**Information regarding background check**

A background check is conducted in accordance to the Aviation Act 60/1998 and Regulation on Aviation Security 985/2011. The National Commissioner of the Icelandic Police (NCIP), Skúlagötu 21, 101 Reykjavík, Iceland, conducts background checks, or a police district the NCIP has designated to do so, in compliance with Regulation on Management of Personal Information by the Police no. 322/2001. Background checks include evaluation of information on individuals covering at least the 5 last years from the date of the application, who due to their duties need access to classified information on aviation security or unescorted access to designated Restricted Airport Areas in order to authorize them unescorted access. Information will be obtained from applicable registers, i.e. National Register, Police Records, and Directorate of Customs as well as from the SIS and Interpol databases. Information may also be sought from appropriate Foreign Authorities (including NSAs) where applicable. By signing the declaration in field 8 the individual accepts to be subject to monitoring for as long as his/her duties require.

A certified copy of the individual's passport shall be enclosed with the request.

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.

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. Lack of information or inadequate completion of this form may lead to negative conclusion. The NCIP may require individuals to provide further certified documents if deemed necessary.

Individuals from the applying authority as given in field 1.3 will be informed of the results. Background check can take up to 3 months. Information during the process cannot be given.

*Rights to information*

The information provided on this form will not be used for any other purposes and will be treated with full confidentiality and processed and handled in accordance with the Regulation on Management of Personal Information by the Police no. 322/2001. Information will not be used for any other purposes. The individual's rights to information are in conjunction with Regulation on Management of Personal Information by the Police 322/2001; article 8 and 9 in accordance with Act no. 77/2000 on The Protection of Privacy as regards the Processing of Personal Data and Administrative Procedure Act no. 37/1993.

<b>3. Personal details *</b>			
3.1 Full name			
3.2 Date of birth (6 digits)		3.3 Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
3.4 Current citizenship	3.5 Previous citizenship (if applicable)		3.6 Date of current citizenship
3.7 Address (indicate if postal address is different)		3.8 Postal code and city/town	
3.9 Email address of individual being background checked			
3.10 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.			



APPLICATION FOR  
BACKGROUND CHECK

Updated: 15.03.2013

RÍKISLOGBREGLUSTJÓRINN

<b>4. Criminal offences in Iceland or abroad *</b>
4.1 Have you been convicted, prosecuted or fined or do you have a pending police case? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 Are you or have you been in contact with an individual, a group or an organisation that that may be involved in the planning, preparation or execution of acts of organised crime, drug trafficking, espionage, sabotage or terrorism? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.3 If you answered YES in field 4.1 and/or 4.2 please provide a detailed explanation including timeframe and circumstances (use separate sheet if needed):

<b>5. Employment – list of previous employment (last 5 years) *</b>		
5.1 Current employer	5.2 Title	5.3 From (year)
5.4 Previous employer	5.5 Title	5.6 From - to (year)
5.7 Previous employer	5.8 Title	5.9 From - to (year)

<b>6. Education *</b>			
6.1 School/College/University	6.2 Programme of study	6.3 Grade	6.4 From - to (year)
6.5 School/College/University	6.6 Programme of study	6.7 Grade	6.8 From - to (year)
6.9 School/College/University	6.10 Programme of study	6.11 Grade	6.12 From - to (year)

<b>7. Other information *</b>
Are there other information not covered by previous answers on this form that you think may affect the assessment of the background check (use separate sheet if needed)?



APPLICATION FOR  
BACKGROUND CHECK

Ríkisöðreglugæðirinn

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**8. Declaration of individual subject to background check**

I certify that I have read and understood the section "Information regarding background check" above and I confirm that the information I conscientiously have provided is correct to the best of my knowledge. I accept that as a part of the background check procedure, information about me will be obtained and passed on to the NCIP, or to a Police District the NCIP has designated to conduct background checks, in accordance with the procedures described i.e. from Police Records, National Register, Directorate of Customs as well as from the SIS and Interpol databases. I am aware that background check is required in order to gain access to classified information on Aviation Security or unescorted access to designated Restricted Airport Areas due to my duties and that the access is based upon the results of the background check.

With my signature below I give my consent to be subject to monitoring for as long as my duties require, but for no longer than 5 years from the date of this application, and that the NCIP may wish to make enquiries both now and on a continuing basis to my initial and continuing security evaluation.

8.1 Place and date

\*

8.2 Signature

\*

**Annex 1**

This annex shall be filled in if:

- The individual subject to background check 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 background check 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>
The undersigned hereby gives the appropriate Foreign Authorities (including NSA) permission to conduct a background check to determine suitability for employment. Continuous background check is permitted for as long as the individual's duties require.
10.1 Place and date
10.2 Signature of the individual being background checked

☒ Ný umsókn / New application  
☐ Endurnýjun / Renewal  
☐ Tapað / Lost  
☐ Skemmt / Damaged

Ég vil sækja flugverndarnámskeið á: /  
 I wish to attend a security course in :  
 Íslensku ☐ English ☐



Uppfært: 16. mars 2016

## Umsókn um aðgangsheimild á Keflavíkurflugvelli

### A. Persónuupplýsingar/Personal data

Nafn / Full name *	Kennitala / Date of birth *	
Heimilisfang / Permanent address *		
Þjóðerni / Nationality *	Heimasími / Homephone no. *	GSM / Cellular phone *
Starf / Job description *	Netfang / E-mail *	

### B. Fyrirtæki – stofnun / Employer

Fyrir hönd vinnuveitenda er staðfest að umsækjandinn sé til þess hæfur að starfa á því svæði sem sótt er um aðgang að og að við starfslok verði leyfisskírteini skilað á útgáfustað þess. Fyrirtæki/stofnun er ábyrgt fyrir að kanna fyrri náms- og starfsferil umsækjanda ásamt óútskýrðum eyðum í ferli hans í meira en 28 daga síðustu 5 ár.

On behalf of the employer it is confirmed that the applicant is a suitable to work at the area at the airport for which application for access is made and the company undertakes the responsibility to return the pass to the issuing office when the employee ceases to work for the company. The employer is responsible for checking previous employment, education and any gaps for more than 28 days during the previous 5 years.

Heiti fyrirtækis / Name of employer Keilir Aviation Academy		Stimpill fyrirtækis / Company's stamp
Heimilisfang fyrirtækis / Employer's address Grænásbraut 910, 235 Reykjanesbæ		
Sími / Telephone 664-0169	Netfang / e-mail FTA@keilir.net	
Dagsetning / Date	Undirritun / Signature	

### C. Svæði sem sótt er um aðgang að / Accessible areas

G-1 Haftasvæði flugverndar innan FLE. <input type="checkbox"/>	Blár: Lögreglan, tollgæsla, sprengjudeild Landhelgisgæslu Íslands. <input type="checkbox"/>
G-2 Haftasvæði flugverndar utan FLE. <input checked="" type="checkbox"/>	Grænn: Flugverndarstarfsmenn. <input type="checkbox"/>
G-3 Öll haftasvæði flugverndar á Keflavíkurflugvelli og innan FLE. <input type="checkbox"/>	Gulur: Viðhaldsstarfsmenn/verktakar/ starfsmenn með verkfæraleify. <input type="checkbox"/>
G-4 Svæði utan haftasvæða flugverndar. <input type="checkbox"/>	Rauður: Æðstu stjórnendur flugverndar. <input type="checkbox"/>
Sérstakar heimildir. A <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> R <input type="checkbox"/> V <input type="checkbox"/>	Sérstakar heimildir. 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> <input type="checkbox"/>

### D. Starfssvið / Operational responsibilities

### E. Gildistími leyfis / Validity of the pass

Almenn leyfi gildistími 5 ár / Validity 5 years 	Gildistími / Validity of pass FRÁ _____ TIL _____
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### F. Útfyllist af flugvallaryfirvöldum / Airport Authority

Keflavíkurflugvöllur     Flugverndardeild / Airport Security	Ábyrgðarfyrirtæki     Ábyrgðarmaður / Sponsor
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#### **G. Um útgáfu, meðferð og afturköllun aðgangsheimilda á Keflavíkurflugvelli**

Um útgáfu, meðferð og afturköllun aðgangsheimilda að Keflavíkurflugvelli fer samkvæmt reglugerð um flugvernd 985/2011, reglugerð EB 185/2010 og aðgangsreglur Keflavíkurflugvallar.

The issuance, usage and revocation of Keflavik International Airport identity and access control cards is compliant with Airport Security Regulation No. 985/2011, Commission Regulation (EU) No. 185/2010 and Keflavik International Airport access rules.

**H. Ég undirritaður, staðfesti hér með undirskrift minni að ég hafi skilið og muni hlita kröfum tilgreindar í lið G og móttöku leyfisskírteinis/ I hereby confirm with my signature that I have understood and will comply with requirements specified under segment G and reception of pass.**

**Staðfesting móttöku leyfisskírteinis / Verification of receipt of pass**

Dagsetning / Date	Undirskrift handhafa leyfisskírteinis / Signature of passholder
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