



# POLITIET

## Attachment to the application for a Norwegian police certificate: Confirmation form / letter of confirmation

A client/employer fills in the form and gives it to the applicant to attach it to their application.

The applicant can apply for a police certificate online at <https://attest.politiet.no> or fill in an application form and forward it by post to the Police Unit for Conduct Control and Police Certificates, PO Box 113, 9951 Vardø.

### Information about the recipient of the police certificate:

<sup>1)</sup> Name of the client/employer:	<sup>2)</sup> Norwegian organisation number:
<sup>3)</sup> Contact information for the client/employer (e-mail address and phone number):	
<sup>4)</sup> Legal basis for the requested police certificate:	
<sup>5)</sup> Reason for making a request for a police certificate:	

### The client/employer confirms the following:

<sup>6)</sup> Name of the applicant:	<sup>7)</sup> Norwegian ID number:
<sup>8)</sup> The applicant has been offered or is nominated for the following job, assignment or (NGO) position:	
<sup>9)</sup> What is the start date (for when the applicant is scheduled to start working, doing an assignment or function in a position):	<sup>10)</sup> Duration: <input type="checkbox"/> Permanent or fixed assignment/position. <input type="checkbox"/> Temporary assignment/position which ends at the following date: _____
<sup>11)</sup> What kind of assignment or work the applicant will perform for the client/employer:	
<sup>12)</sup> The applicant must choose the following "category" and "purpose" from <a href="#">the Norwegian Police's list of purposes</a> in the application:	
<sup>13)</sup> The procedure for applying for a police certificate: <input type="checkbox"/> The employer/client is aware that an application for a police certificate must be submitted by the applicant. See more information about the process for applying for a police certificate at <a href="http://www.politiet.no">www.politiet.no</a> . <input type="checkbox"/> The confirmation form documents that the applicant meet the terms in the legal basis for requirements for a police certificate. A completed and signed letter of confirmation is handed over to the applicant to attached it to their application.	

### Signature

<sup>14)</sup> Place (city/town) and date:	<sup>15)</sup> Signature/stamp - client/employer:
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## Guidance for filling in the confirmation form

### Item 1: Name of the client/employer

State the name of the client/employer/firm who according to Norwegian law and regulation makes a request for a police certificate for a potential employee/position/assignment.

### Item 2: Norwegian organisation number

State the Norwegian organisation number of the client/employer/firm.

### Item 3: Contact information for the client/employer

State the e-mail address and phone number belonging to the client/employer.

### Item 4: Legal basis for the request for a police certificate

A request for a certificate can only be made according to Norwegian law and regulations. State the legal basis in Norwegian law which gives the client/employer grounds to make an applicant present a police certificate. An overview of all legal sources with requirements for a police certificate can be found in [the Police's purpose list](#).

### Item 5: Reason for making a request for a police certificate

Provide the information to clarify why the client/employer requests a police certificate. As an example, the client/employer can specify the situation that triggers a requirement for a police certificate according to Norwegian law. This may be that the applicant is to be employed in a position, perform a task that are covered by requirements for a police certificate or that the applicant is applying for a permit, approval etc.

### Item 6 and 7: Name of the applicant and Norwegian ID number

State the first name, last name and the Norwegian ID number of the applicant. This information must be stated before the letter of confirmation is handed over to the applicant.

### Item 8: Job offer or nomination, type of assignment or (NGO) position

State what kind of job the applicant has been offered or is nominated for, what type of assignment the applicant is going to perform, or what position the applicant has been offered that makes it a requirement to present a police certificate.

### Item 9: Start date

State the start date for the applicant to start working, start the assignment or position.

### Item 10: Duration

State the duration of the job, assignment or the position that the applicant is about to perform. State the date the position/assignment will end if the job, assignment or position is temporary.

### Item 11: What kind of assignment or work the applicant will perform

State the type of job or what kind of assignment or position the applicant has been offered.

### Item 12: Choosing "category" and "purpose" from the list of purposes

State the "category" and "purpose" according to the list of available purposes has a legal basis in Norwegian law and regulations: <https://www.politiet.no/globalassets/02-tjenester-admin/politiattest/kreve-politiattest-fornyet-vandelskontr/police-certificate-purpose2.pdf>.

If a police certificate is required for a job in public school, it must, for example, be stated that the category is "Kindergartens and schools" and the purpose is "Public Schools".

### Item 13: The procedure for applying for a police certificate

Applicants must themselves apply for a police certificate. This can be forwarded digitally at [www.politiet.no](http://www.politiet.no) or by letter to the Police Unit of Conduct Control and Police Certificates, PO Box 113, 9951 Vardø. When applying by letter, the applicant must submit an [application form](#), copy of valid ID and the letter of confirmation from the client/employer. If the applicant is under the age of 18 a guardian must give [consent](#) to the application for a police certificate.

### Item 14 and 15: Place (town/city), date, signatures

The client/employer have to state the date and sign or stamp the form.

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#### Finnmark politidistrikt

#### Politiets enhet for vandelskontroll og politiattester

Post: Postboks 113, 9951 Vardø

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Phone: (+47) 40 40 15 50

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