

New rules for approvals of application for ID-cards for Esbjerg Airport

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New rules have been introduced for approval and background checks when applying for an ID-card at airports in Denmark. The new rules came into force on January 1st, 2022, and it is important that you, as ID-card manager, are informed about the processes.

The new rules mean that a police approval becomes a permanent part of the background check of an employee who applies for an ID-card. In other words, it will be greatly important for how both you, the police, and Esbjerg Airport must process applications and perform background checks.

Application for ID-card

The application process is divided into two. For both, it is you as the ID-card responsible, who applies and not the employee.

1. The application for police approval for employee must be sent to PAC.

As an ID-card manager, you must go to www.politi.dk, search for background checks and then "Airport staff" and request approval from the employee who needs an approval. You must sign with company NemID. Then a link is sent to the employee, who must fill in the rest and sign with his private NemID. The ID card office cannot answer questions regarding the police forms, the function of the blank page, background checks or anything else that concerns the police's part of the background check. Here we refer to the police. See contact information at politi.dk

2. Application for an ID-card for employees must be handed-in for Security at Esbjerg Airport by the applicant. Before the application can be handed in, the requisition must be completed by the ID-card responsible for the company and the ID-and CV-check, cf. the applicable rules on background checks, must be completed. The approval from the police must also be brought.

Since the police will in the future make a digital form available, the applicant for the police approval will bypass the security/ID-card office. We will only receive approval or rejection from the police. We therefore have no influence on the form, process time or anything else. It is a case between you as applicants and PAC.

Approval and deregistration

For employees who are resident in Denmark, the police approve the entire employment period.

For employees who are resident abroad, including e.g., Sweden, the police only approve for one year at a time. It is important that you as a company create a system, that ensures that an application for renewal of ID-card is sent no later than 8 weeks before the employee starts in your company or before the employee's current ID-card expires.

If the employee no longer needs the approval, you as the ID card manager must be aware of unsubscribing from the approval with the police. This will be done in the same place as you applied. The cancellation must be done within one month after your employee has left the company.

The information about both approval and deregistration is valid for all employees who need a police approval in connection with an ID-card, regardless of whether you are a Danish or foreign citizen.

Criminal records

It is no longer you as a company that must obtain and keep the employees' criminal records. This applies both to obtaining in connection with recruitment and in connection with a renewed background check. Only the police will handle criminal records. This also applies to employees without Danish citizenship and to employees who have lived abroad within the last 5 years.

If the police cannot obtain a foreign criminal record, they contact the employee outside your company and ask them to obtain the criminal record. The police then assess it.

A recommendation is to attach foreign criminal records, if possible, for you.

Do you have questions

For questions that deal with everything about police approval, we refer to the police. See contact information on www.Politi.dk. Click here: Politi.ifht.kriminalregister