

## **Criminal record certificate (*Politiattest*)**

- We want all children and parents to feel safe in the Sunday school and one of the measures Søndagsskolen Norge have implemented is enclosing police certificate from all co-workers

### **Who must display their criminal record certificate?**

- We collect criminal record certificates from all leaders above the age of 15 and it concerns leaders who, paid or unpaid, perform or is to carry out tasks which implies a confidence or responsibility for minors.
- Normally we don't collect criminal record certificate from leaders who only have administrative tasks and are not in direct contact with the children
- Even if you have already provided a certificate to another organization, congregation or your employer – you still have to collect a certificate especially for Søndagsskolen Norge.
- However, if you have collected a criminal record certificate for another organization or employer and it's less than 1 year old – we can accept it

### **How to send a criminal record certificate to Søndagsskolen Norge?**

#### The main leader:

- The main leader has to send his/her certificate to the consultant or main office. The easiest way to collect a certificate is to apply digitally from the police on [their webpages](#) and then receive the certificate to your digital mailbox; [Digipost](#) and forward it to Søndagsskolen Norge
- It is also possible to show it physically to your local consultant or send it by mail to Søndagsskolen Norge, Postboks 98 Sentrum, 0101 Oslo.

#### Co-workers:

- Every co-worker has to provide their own criminal record certificate and show it to the main leader of the group. The main leader must register the certificate in the membership system [Focusportal](#). The main leader must never file away the certificate, but always give it back to the leader.
- It is also possible for the co-worker to send their certificate to Søndagsskolen Norge via [Digipost](#) or by post.

### **How to apply for a criminal certificate record?**

All leaders above the age of 18 can apply for a certificate digitally or choose to apply by paper.

Before you start the process – fill in the form; [Bekreftelseskjema](#) (confirmation of the purpose of the application) which affirms that you are a volunteer in Søndagsskolen Norge. This form needs to be filled out and attached to the application both when you apply digitally or by paper.

- Use Adobe Reader ([download it for free here](#)) in order to fill in your own personal information in the form
- Open the form in pdf. Submit your name and birth number
- You have to download the document and save the document on your computer to make sure the changes are included.
- It is also possible to send us your name and birth number and we are more than happy to assist you with the form. Contact: [focusnet@sondagsskolen.no](mailto:focusnet@sondagsskolen.no)

After you have completed the conformation of purpose – you can start your digital application:

1. Enter the [digital application form](#). In the upper left corner, you can choose English as your standard language.

Check that your address registered in the National Population Register is correct. This is where the certificate will be addressed to, unless you choose to submit another address.

2. Fill in your contact information

3. In the section *Purpose of the application* you choose *Voluntary organizations* both as the category/purpose of the certificate

4. Attach *confirmation of the purpose* from Søndagsskolen Norge

5. Finally you can submit your application and the criminal record certificate will be sent to your secure digital mailbox, [Digipost](#). If you don't have one, your certificate will be sent to your postal address by regular mail.

Kontaktinformasjon **2**

E-post: eksempel@eksempel.no ⓘ

Telefonnummer: ⓘ

Formål med attesten

Utvidet hjelpetekst formål: <http://www.politi.no/tjenester/politiattest/>

Kategori: Frivillige organisasjoner ⓘ

Formål: Frivillige organisasjoner **3** ⓘ

*Personer som, lønnet eller ulønnet, utfører eller skal utføre oppgaver for frivillige organisasjoner som innebærer et tillits- eller ansvarsforhold overfor mindreårige eller personer med utviklingshemming.*

Attestspråk:  Bokmål  Nynorsk ⓘ

Legg ved bekreftelse på formål. ⓘ

*Bekreftelse fra arbeidsgiver/organisasjonen.*

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### How to apply for a criminal record certificate – by paper.

- Leaders who **are not yet 18 years old** must apply by paper and a parent or guardian must also sign the form.
- Download and print out the [application form](#), submit the necessary information and send it by post to the police (Politiets enhet for vandelskontroll og politiattester, Postboks 113, 9951 Vardø)
- It is important that the [Bekreftelsesskjema](#) from Søndagsskolen Norge is attached as well as a copy of your passport, driver's license or other identification. All papers need to be signed.

### How to forward the criminal record certificate from your digital mailbox, Digipost?

- Enter [Digipost](#) and choose English as your standard language in the upper right corner
- Login and open the certificate that you have received from the police
- In the column to the right, click *Forward*
- Enter Søndagsskolen Norge (organization number: 964 437 963) as a recipient.
- Send the certificate by clicking the button in the lower right corner: *Send the document to / recipient*

### How to register a criminal record certificate in Focusportal?

- When a co-worker displays a certificate, firstly check that certificate doesn't contain any kind of criminal conviction
- Login into [Focusportal](#)
- Enter the personal page of the leader by clicking the membership-number
- Then choose the tab *Politiattest* to the right. You will see the membership number and name of the leader
- Enter the date the certificate was issued from the police
- Under the tab *Kommentarer* you enter how and when you got to see the certificate. For example, on a gathering for leaders.
- Finally click the *Lagre*. If you coincidentally register a criminal record certificate on the wrong person – click *Slett* instead.

Person	Kontingent	Politiattest		
Medlemsnummer	Fornavn	Etternavn	Fra dato ?	Kommentarer ?
266178	Kari	Karsen	28.11.2019	Fremvist på ledersamling
				Lagre Slett

Choose the tab *Politiattest* and you can see which co-workers that are registered with a certificate and who is yet to hand it in.

### What if someone refuse to display their criminal record certificate or the certificate contains a criminal conviction?

- If one of your leaders refuse to collect a certificate or displays a certificate to you with a criminal conviction – this person can no longer carry out tasks which implies a confidence or responsibility for minors.
- Also contact your local consultant or the main office of Søndagsskolen Norge.

Any questions regarding the criminal record certificate? Please contact your [local consultant or the main office!](#)