**CRIMINAL RECORD EXTRACT FOR PRACTICAL TRAINING WITH CHILDREN AND ADOLESCENTS**

Students are required to provide an extract of the judicial records in case they are working with children or adolescents (minors under 18) during their practical training or at the Service Center Soteekki. Students must present a valid criminal record extract at least three weeks before to the supervising teacher. Presenting a valid extract in time is a precondition for beginning the training at the workplace. If a student fails to present the extract, the training is cancelled.

Students are responsible for providing the extract. In Finland you can get the extract either from Suomi.fi service or from the Legal Register Centre. The extract must be valid throughout the practical training. The extract is valid for 6 months from the date of issue. The Finnish Legal Register Centre will mail the extract to the address given by the student within a week after receiving the application. The Finnish extract is free of charge for students. See instructions below.

Send the extract to the supervising teacher by email (encrypted message). The supervising teacher will delete the extract immediately after having read it.

Sometimes your workplace may change at short notice. Therefor it is important to apply for the extract in time and plan every practical training in advance in different semesters.

Remember that you need to provide the extract by mid-June for a practical training that begins in August. For a training beginning in January, you must provide it by mid-December.

**INSTRUCTIONS FOR APPLYING FOR YOUR CRIMINAL RECORD EXTRACT**

See the link in English:

[Application for criminal records extract: student's practical training with children - Suomi.fi](https://www.suomi.fi/services/form/application-for-criminal-records-extract-student-s-practical-training-with-children-legal-register-centre/41168378-c3c2-4994-bdbd-ddfb6ceaf822)

With Finnish personal banking e-identification codes:

* <https://www.oikeusrekisterikeskus.fi/en/index.html> (Go to e-services à Log in (with your personal e-banking identification codes)  à Ordering a criminal record extract à Application for a criminal records for students practical training à fill in the form and send

Without Finnish personal banking e-identification codes:

* <https://www.oikeusrekisterikeskus.fi/en/index.html> à Services à Forms à Applications for Criminal Records

If you do not have Finnish personal banking e-identification codes, send your application by mail or email to the following addresses:

Legal Register Centre

PL 157

13101 Hämeenlinna

rikosrekisteri@om.fi

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