

OFFICIAL SENSITIVE PERSONAL (when completed)**Security Check (SC) /
Counter Terrorist Check (CTC) Questionnaire**

Important: Please read the notes on Pages 3 and 4 before completing the form.

1. How to complete this form

Please ensure you only write inside the fields provided. Do not mark or strike through any other areas of the form. If completing by hand please write in **BLACK INK** using **BLOCK LETTERS**. If an answer will not fit in the space provided, please enter your answer on the continuation sheets (pages 55 to 57). If you make a mistake, please do not correct it but delete it by striking it through. Please do not use correcting fluid.

Ensure you answer **ALL** the questions. You can use the abbreviation **NA** (Not Applicable) if a question does not apply to you. Not Known - If you do not know the answer, or you cannot provide the information needed, write **NOT KNOWN** in the first line only of the relevant question. Please provide an explanation why the information is unknown to you in the appropriate boxes or on the continuation sheets (pages 55 to 57). Unanswered questions or Not Known replies may cause delay to the processing of this questionnaire.

YOU MUST READ THE PRIVACY NOTICE ON PAGE 64 BEFORE COMPLETING THE FORM

2. Security Clearance Required - To be completed by all Sponsors

Sponsors must also complete pages 59 to 63.

Type of Security Clearance required:

SC SC – review CTC CTC – review

Precedence (*how urgent is the requirement for clearance?*) Routine Priority Immediate

If you have requested Priority or Immediate clearance, please provide justification below :

I certify that this Priority/Immediate application is supported by a letter of justification, signed at the appropriate level

Date by which clearance is required:

 d d m m y y y y

If the employee requires this clearance to access classified information from NATO/EU/Other countries or international organisations, please tick appropriate box. NATO EU Other (*please specify*)

(NATO, EU, and Other countries/international organisations clearances are only required if the employee has a specific need to access classified information or sites belonging to these bodies.)

3. Your Details

a. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx)

b. Gender: Male: Female: Other:

If you have answered 'Other', please provide your gender identity:

c. Full Forenames:

Failure to declare all forenames will result in your application for security clearance being delayed or cancelled. Please tick the box to confirm that you have declared all forenames, including any middle names.

d. Surname (now):

e. Date of Birth:

Country of Birth:

 dd mm yyyy

f. Town of Birth:

g. County / Region of Birth:

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h. Has your surname changed at any time since birth? Yes No

i. If you have answered 'Yes', please provide your surname at birth:

j. Reason for surname change:

k. Apart from the surname(s) you have already declared, have you ever had any other surnames?

Yes No

If you have answered 'Yes', please add all other surnames you have had and the reason for change.

Previous surname

Reason for change of surname

l. Have your forenames changed at any time since birth? Yes No

If you have answered 'Yes', please provide your forename(s) at birth:

Reason for forename change:

m. Apart from the forename(s) you have already declared, have you ever had any other forenames?

Yes No

If you have answered 'yes', please add all other forenames you have had and the reason for change.

Previous forename

Reason for change of forename

4. Your Additional Details

a. Current rank/grade:

b. Job title:

c. Staff or Service Number (if you do not currently have one, please leave this field blank)

(For example, Civil Service staff number, HM Forces service number, Police collar/employee number)

d. Do you have a UK National Insurance Number? Yes No

If 'yes', please enter your National Insurance Number.

(Please enter this in the correct format AB112233C, with capital letters and no spaces.)

Is this a temporary NI number? Yes No

If you do not have a UK NI number (either temporary or permanent) please provide a brief explanation:

Statement of HM Government Personnel Security and National Security Vetting Policy

MINIMUM PERSONNEL SECURITY CONTROLS

1. It is HM Government's policy that all areas of government and the national infrastructure should include in their recruitment processes certain basic checks. These checks include verification of the applicant's identity, employment history, their right to work in the UK and, if appropriate, checks of any unspent criminal records. Within government these controls are described in the Baseline Personnel Security Standard. In addition, the Centre for the Protection of National Infrastructure (CPNI) produces a range of relevant guidance on personnel security and makes similar advice available to the wider national infrastructure.

NATIONAL SECURITY VETTING

2. National security vetting comprises a range of additional checks and may be applied where a risk assessment indicates it is proportionate to do so. The risk assessment process takes account of the access an individual may have to sensitive assets (physical, personnel or information) at risk from a wide range of threats. These threats include: terrorism, espionage, or other actions that could threaten the United Kingdom. The requirements of international agreements concerning the protection of allies' information may also inform such assessments.

3. It is government policy that individuals should not be expected to hold an existing security clearance in order to apply for posts that require vetting, except where such posts are short term and need to be filled urgently.

4. There are three different types of national security vetting clearance: Counter Terrorist Check (CTC), Security Check (SC) and Developed Vetting (DV). Before any such clearance is undertaken the requirements of the Baseline Personnel Security Standard must be met. Whilst the information required and the range and depth of checks undertaken at each level may vary, they are all intended to allow Government departments and agencies, the Armed Forces and police forces to assess whether individuals who are to be employed in sensitive posts or critical functions might represent a security risk either directly or indirectly.

CHECKS

5. Individuals subject to national security vetting (including UK nationals taking up sensitive posts in international organisations) will be asked to provide via questionnaire personal information about themselves, partners, family members and other associates. It may be checked, and retained for future checks, against:

- Relevant personnel records held by the employing department or company
- Criminal records (both spent and unspent as defined by the Rehabilitation of Offenders Act 1974)
- Information held by the Security Service.
- Credit reference agency records"

6. The process may also take account of:

- Financial circumstances generally
- Third party character references
- Any medical considerations that could give rise to security concerns"

7. Interviews with the vetting subject and referees may be carried out to establish good character and to verify information that has been provided.

DECISION MAKING

8. National security vetting decisions may only be taken by Government departments, agencies, the Armed Forces or police forces. All the available information is taken into account to reach a reasoned decision on an individual's suitability to hold a security clearance.

9. Security clearances may be refused or withdrawn where:

- There are security concerns related to an individual's involvement or connection with activities, organisations or individuals associated with the threats described in this Statement (or any similar new threats that emerge);
- Personal circumstances, current or past conduct indicate that an individual may be susceptible to pressure or improper influence;
- Instances of dishonesty or lack of integrity cast doubt upon an individual's reliability;
- Other behaviours or circumstances indicate unreliability."

10. Wherever possible existing employees will have an opportunity to discuss, comment on and challenge any adverse information that arises. However in certain circumstances it may not be possible to share such information as this could compromise national security, the public interest or third party confidentiality.

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AVENUES OF APPEAL

11. Existing employees who are subject to national security vetting and either refused a security clearance or whose clearance is withdrawn may appeal against such decisions. All departments and agencies that carry out national security vetting must provide for an internal appeal process. Where individuals remain dissatisfied they may appeal to the Security Vetting Appeals Panel, an independent body.

12. The Panel will consider the case, review the information and invite the appellant and the organisation to make representations. The Panel will make recommendations to the Head of Department or organisation in the light of its findings as to whether the decision should stand or be reviewed. The Panel may also comment on the security vetting procedures and adequacy of the internal appeal arrangements.

13. There are no national security vetting appeal routes for applicants for employment who are refused a security clearance. Separate arrangements exist for applicants, employees and contractors of the security and intelligence agencies, who may complain to the Investigatory Powers Tribunal. Any individual may apply to an Employment Tribunal if they feel that they have been discriminated against in any part of the recruitment process.

ONGOING PERSONNEL SECURITY MANAGEMENT

14. The national security vetting process provides an assessment of the vetting subject at the time the process is carried out but active ongoing personnel security management is required to ensure that a security clearance maintains its currency. As a minimum this will involve active consideration of the vetting subject's continuing conduct in respect of security matters; it will also require checks to be repeated at regular intervals.

Please note that any information provided will be treated in strict confidence. In cases where a potential risk is identified, and a decision taken to 'manage the situation' rather than refuse security clearance, those tasked with managing that risk will need the appropriate information in order to do this effectively.

FAILURE TO DISCLOSE RELEVANT CIRCUMSTANCES OR INFORMATION IS LIKELY IN ITSELF TO BE REGARDED AS EVIDENCE OF UNRELIABILITY AND WILL BE TAKEN INTO ACCOUNT WHEN ASSESSING YOUR SUITABILITY FOR SECURITY CLEARANCE. IT IS THEREFORE IN YOUR OWN INTERESTS TO BE HONEST AND OPEN IN THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE.

Fair Processing Statement

You will now be asked to supply "personal" and "sensitive personal" data as defined by current Data Protection legislation. You will be supplying this data to the appropriate Vetting Authority (VA) where it will be processed exclusively for the purpose of security vetting, in accordance with HM Government's vetting policy, save that, in the highly unlikely event that data supplied by you discloses or suggests that:

- a criminal offence has occurred or is likely to occur.
- staff may be at risk, e.g. if you have been diagnosed with a serious mental condition as potentially endangering yourself or others.

then the vetting authority may pass on that information alone to the appropriate person(s). Subject to this, the vetting authority will protect the information you provide and will ensure that it is not passed to anyone who is not authorised to see it.

We handle all personal information that we have gathered during the vetting process in confidence. In a very small number of cases, if we think we have found a serious risk to national security, we may discuss the case with the relevant security authorities. In an even smaller number of risky cases, and only with your agreement, relevant information may be shared with the personnel management authority of the organisation which will employ you/is employing you, where this will help your employer to manage a particular risk that we have identified. If you are worried about confidentiality, please contact your sponsor for advice.

5. Your Nationality

In this section you are required to provide details of your current and any former Nationality.

If applicable you must provide full details of the date of naturalisation or when you took up residency in the UK. If naturalised, please ensure that you provide details of your current and previous nationality.

a. Is your present nationality:

British (including English, Scottish, Welsh and Northern Irish) Irish Other

If you have answered 'other', please enter your nationality:

b. Have you held this nationality since birth? Yes No

If you answered 'no', from what date have you held this nationality? Since

mm yyyy

Is this: Nationality or citizenship

(Nationality is the status of belonging to a particular nation, whether by birth or naturalisation. Citizenship is a particular type of nationality. If you have citizenship in a country, you have the right to live there, work, vote, and pay taxes.)

c. Do you currently hold, or have you ever previously held, any other nationalities or citizenships? Yes No

If you answered 'yes', please enter any other nationalities/citizenships that you currently hold or have previously held.

Nationality 1:	Is/was this:	Current or previous?	Date from:	Date to:
	Nationality	Current		
	Citizenship	Previous	mm yyyy	mm yyyy
 Nationality 2:	 Is/was this:	 Current or previous?	 Date from:	 Date to:
	Nationality	Current		
	Citizenship	Previous	mm yyyy	mm yyyy

6. Your Citizenship

British Naturalisation

a. Are you British naturalised? Yes No

If you answered 'yes', please provide the number and date of certificate. *(Please note this is not your birth certificate number)*

Number:

Date:

dd mm yyyy

British Residency

b. If you are not a British Citizen, and you are currently living in the UK, please enter the date of taking up permanent residence in the UK. *(This is not necessarily the same as the date of the permission to stay in the UK)*

dd mm yyyy

7. Your Addresses

In this section you are asked to provide address details to cover the past 5 years. This should include:

- Periods of no fixed abode
- Periods abroad
- Student accommodation
- Flat/property that you may have rented while working away from home
- Any other addresses at which you live or have lived while away from your permanent home address

You do not need to provide details of hotels etc. at which you may have spent a short period on holiday.

Please provide your current permanent home address first and work backwards.

Address 1:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy
BFPO			
No fixed abode			

Please fill in the fields which are applicable:

Flat number:	House number:	House name:
<i>(BFPO addresses only)</i>	Name/Rank/Number:	BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

Address 2:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy
BFPO			
No fixed abode			

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Please fill in the fields which are applicable:

Flat number:

House number:

House name:

(BFPO addresses only)

Name/Rank/Number:

BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

Address 3:

Type of address:

Current or previous?

Date from:

Date to:

UK

Current

Overseas

Previous

mm

yyyy

mm

yyyy

BFPO

No fixed abode

Please fill in the fields which are applicable:

Flat number:

House number:

House name:

(BFPO addresses only)

Name/Rank/Number:

BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

OFFICIAL SENSITIVE PERSONAL (when completed)

Address 4:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy

BFPO

No fixed abode

Please fill in the fields which are applicable:

Flat number:	House number:	House name:	
<i>(BFPO addresses only)</i>	Name/Rank/Number:	BFPO Code:	

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode (or equivalent, where applicable, for overseas addresses):

Country (if not UK or a BFPO address):

8. Your Contact Details

In this section you are asked to provide your contact details. It is possible you will be contacted during the vetting process so it is important your contact details are correct.

a. If we need to contact you, would you prefer to be contacted at: **Home** **Work**

We will try to meet your contact preference where possible but this cannot always be guaranteed.

b. Please provide your contact telephone numbers (in order of preference). If you are not providing a contact email address, you must enter at least TWO separate telephone numbers.

Preferred contact number:

Country code (+): <i>(if applicable)</i>	Number:	Extension <i>(if applicable)</i>
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Alternative contact number 1:

Country code (+): <i>(if applicable)</i>	Number:	Extension <i>(if applicable)</i>
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Alternative contact number 2:

Country code (+):
(if applicable)

Number:

Extension
(if applicable)

c. Contact email address:

9. Your Work Address

Please provide details of your current work address

Type of address: **UK** **Overseas** **BFPO**

Please fill in the fields which are applicable:

Building number:

Building name:

(BFPO addresses only)

Name/Rank/Number:

BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

10. Your Marital Status

a. What is your current marital status?

Single

Go to Section 11

Married

Go to 10b

In a Civil Partnership

Go to 10b

Divorced/Civil Partnership dissolved

Go to 10c

Annulled

Go to 10c

Separated

Go to 10d

Engaged

Now please go to Section 11

Widowed

Go to 10e

Cohabiting

Go to 10f

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10b. Marriage / Civil Partnership Details

Date of marriage or partnership ceremony:

dd mm yyyy

Where did it take place?

Town:

County/region:

Country:

*Now please go to **Section 11***

10c. Divorce, Dissolution or Annulment Details

Date of divorce/dissolution or annulment

dd mm yyyy

*If this is 3 years ago or less, please go to **Section 11**. Otherwise, please go to **Section 12**.*

Court at which Decree Nisi and Decree Absolute / Conditional Order and Final Order granted:

10d. Separation Details

Date of separation:

dd mm yyyy

*If this is 3 years ago or less, please go to **Section 11**. Otherwise, please go to **Section 12**.*

10e. Widowed Details

Please provide the date of your Spouse/Partner's death:

dd mm yyyy

*If this is 3 years ago or less, please go to **Section 11**. Otherwise, please go to **Section 12**.*

10f. Cohabitation Details

Date on which you began cohabiting:

dd mm yyyy

*Now please go to **Section 11***

11. Details of this Partner

Please note: we require details of a spouse or civil partner, even if you are not living with them.

If your spouse or partner is deceased, where the form asks for current information please provide details as at the time of their death.

a. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx)

b. Full Forenames:

c. Surname (now):

d. Gender: Male: Female: Other:

If you have answered 'Other', please provide their gender identity:

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e. Has their surname changed at any time since birth? Yes No

f. If you have answered 'Yes', please provide their surname at birth:

g. Reason for surname change:

h. Apart from the surname(s) you have already declared, have they ever had any other surnames?

Yes No

If you have answered 'Yes', please add all other surnames they have had and the reason for change.

Previous surname Reason for change of surname

i. Have their forenames changed at any time since birth? Yes No

If you have answered 'Yes', please provide their forename(s) at birth:

Reason for forename change:

j. Apart from the forename(s) you have already declared, have they ever had any other forenames?

Yes No

If you have answered 'yes', please add all other forenames they have had and the reason for change.

Previous forename Reason for change of forename

k. Date of Birth: l. Country of Birth:

dd mm yyyy

m. Town of Birth: n. County / Region of Birth:

o. As a child, was this partner adopted? Yes No

If you have answered 'Yes', please give the date of adoption (if
the full date is not known, please give the year)

dd mm yyyy

p. Occupation:

q. Do you have any other information about this person that you feel may be relevant? Yes No
(for example, if they hold/held security clearance or are/were in Government employment)

If you have answered 'yes', please give the information below.

Your Partner's Nationality

In this section you are required to provide details of your partner's nationality and any former nationality.

If applicable you must provide full details of the date of naturalisation or when they took up residency in the UK. If British naturalised, please ensure that you provide details of all their nationalities including previous nationality.

OFFICIAL SENSITIVE PERSONAL (when completed)**a. Is their present nationality:**

British (including English, Scottish, Welsh and Northern Irish) Irish Other

If you have answered 'other', please enter their nationality:

b. Have they held this nationality since birth? Yes No

If you answered 'no', from what date have they held this nationality? Since

Is this: Nationality or citizenship mm yyyy

*(Nationality is the status of belonging to a particular nation, whether by birth or naturalisation. Citizenship is a particular type of nationality. If you have citizenship in a country, you have the right to live there, work, vote, and pay taxes.)***c. Do they currently hold, or have they ever previously held, any other nationalities or citizenships?** Yes No

If you answered 'yes', please enter any other nationalities/citizenships that they currently hold or have previously held.

Nationality 1:	Is/was this:	Current or previous?	Date from:	Date to:
	Nationality	Current		
	Citizenship	Previous	mm yyyy	mm yyyy
Nationality 2:	Is/was this:	Current or previous?	Date from:	Date to:
	Nationality	Current		
	Citizenship	Previous	mm yyyy	mm yyyy

Your Partner's Citizenship**British Naturalisation****a. Are they British naturalised?** Yes NoIf you answered 'yes', please provide the number and date of certificate. *(Please note this is not their birth certificate number)*

Number: Date: dd mm yyyy

British Residency**b. If they are not a British Citizen, please enter the date of taking up permanent residence in the UK.** *(This is not necessarily the same as the date of the permission to stay in the UK)*

dd mm yyyy

Your Partner's Addresses

Please provide address details for this partner to cover the past 5 years. This should include:

- Periods of no fixed abode
- Periods abroad

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- Student accommodation
- Flat/property that they may have rented while working away from home
- Any other addresses at which they live or have lived while away from their permanent home address

You do not need to provide details of hotels etc. at which they may have spent a short period on holiday. Please provide their current permanent home address first and work backwards.

Address 1:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy
BFPO			

No fixed abode

Please fill in the fields which are applicable:

Flat number:	House number:	House name:	
<i>(BFPO addresses only)</i>	Name/Rank/Number:		BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

Address 2:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy
BFPO			

No fixed abode

Please fill in the fields which are applicable:

Flat number:	House number:	House name:	
<i>(BFPO addresses only)</i>	Name/Rank/Number:		BFPO Code:

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Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode (or equivalent, where applicable, for overseas addresses):

Country (if not UK or a BFPO address):

Address 3:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy
BFPO			
No fixed abode			

Please fill in the fields which are applicable:

Flat number:	House number:	House name:
(BFPO addresses only)	Name/Rank/Number:	BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode (or equivalent, where applicable, for overseas addresses):

Country (if not UK or a BFPO address):

12. Relationships within the last 3 years

Have you had any other marriages, civil partnerships or cohabiting relationships **WITHIN THE LAST 3 YEARS**? You need not enter details of anyone you have already included on this form. **Yes** **No**

If you have answered 'No', please go to Section 13.

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If you have answered 'Yes', please provide details below. If this includes more than one partner during the last 3 years please tick here and enter additional details on the continuation sheets in the same format.

If you do not know full details of this individual, and you are unable to obtain them, please tick here and give an explanation:

a. Was the relationship a marriage or civil partnership? Yes No

If you answered 'No', please go to 12b. If you answered 'Yes', please answer the following questions:

Date of marriage or partnership ceremony:

Where did it take place? dd mm yyyy

Town:

County/region:

Country:

Was the marriage / partnership ended by:

Spouse/Partner's death? Yes No If 'yes', please give date: dd mm yyyy

Divorce/dissolution? Yes No If 'yes', please give date: dd mm yyyy

Court at which Decree Nisi and Decree Absolute / Conditional Order and Final Order granted: dd mm yyyy

Other? Yes No If 'yes', please give an explanation:

Now please go to 'Details of this Partner', on the next page

b. Date on which you began cohabiting:

Until what date were you cohabiting? dd mm yyyy

dd mm yyyy

Was the relationship ended by:

Partner's death? Yes No If 'yes', please give date: dd mm yyyy

Other? Yes No If 'yes', please give an explanation:

Now please complete 'Details of this Partner', on the next page.

Details of this Partner

If this spouse or partner is deceased, where the form asks for current information please provide details as at the time of their death.

a. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx)

b. Full Forenames:

c. Surname (now):

d. Gender: Male: Female: Other:

If you have answered 'Other', please provide their gender identity:

e. Has their surname changed at any time since birth? Yes No

f. If you have answered 'Yes', please provide their surname at birth:

g. Reason for surname change:

h. Apart from the surname(s) you have already declared, have they ever had any other surnames?

Yes No

If you have answered 'Yes', please add all other surnames they have had and the reason for change.

Previous surname Reason for change of surname

i. Have their forenames changed at any time since birth? Yes No

If you have answered 'Yes', please provide their forename(s) at birth:

Reason for forename change:

j. Apart from the forename(s) you have already declared, have they ever had any other forenames?

Yes No

If you have answered 'yes', please add all other forenames they have had and the reason for change.

Previous forename Reason for change of forename

k. Date of Birth: l. Country of Birth:

dd mm yyyy

OFFICIAL SENSITIVE PERSONAL (when completed)**m. Town of Birth:****n. County / Region of Birth:****o. As a child, was this partner adopted? Yes No****If you have answered 'Yes', please give the date of adoption (if the full date is not known, please give the year)**

dd mm yyyy

p. Occupation:**q. Do you have any other information about this person that you feel may be relevant? Yes No**
(for example, if they hold/held security clearance or are/were in Government employment)

If you have answered 'yes', please give the information below.

Your Partner's Nationality

In this section you are required to provide details of this partner's nationality and any former nationality.

If applicable you must provide full details of the date of naturalisation or when they took up residency in the UK. If British naturalised, please ensure that you provide details of all their nationalities including previous nationality.

a. Is their present nationality:**British (including English, Scottish, Welsh and Northern Irish) Irish Other**

If you have answered 'other', please enter their nationality:

b. Have they held this nationality since birth? Yes No

If you answered 'no', from what date have they held this nationality? Since

Is this: Nationality or citizenship mm yyyy

(Nationality is the status of belonging to a particular nation, whether by birth or naturalisation. Citizenship is a particular type of nationality. If you have citizenship in a country, you have the right to live there, work, vote, and pay taxes.)

c. Do they currently hold, or have they ever previously held, any other nationalities or citizenships? Yes No

If you answered 'yes', please enter any other nationalities/citizenships that they currently hold or have previously held.

Nationality 1:	Is/was this:	Current or previous?	Date from:	Date to:
	Nationality	Current		
	Citizenship	Previous	mm yyyy	mm yyyy
Nationality 2:	Is/was this:	Current or previous?	Date from:	Date to:
			mm yyyy	mm yyyy

Your Partner's Citizenship**British Naturalisation**

a. Are they British naturalised? Yes No

If you answered 'yes', please provide the number and date of certificate. *(Please note this is not their birth certificate number)*

Number:

Date:

dd mm yyyy

British Residency

b. If they are not a British Citizen, please enter the date of taking up permanent residence in the UK. *(This is not necessarily the same as the date of the permission to stay in the UK)*

dd mm yyyy

Your Partner's Addresses

Please provide address details for this partner to cover the past 5 years. This should include:

- Periods of no fixed abode
- Periods abroad
- Student accommodation
- Flat/property that they may have rented while working away from home
- Any other addresses at which they live or have lived while away from their permanent home address

You do not need to provide details of hotels etc. at which they may have spent a short period on holiday. Please provide their current permanent home address first and work backwards.

Address 1:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy
BFPO			
No fixed abode			

Please fill in the fields which are applicable:

Flat number:	House number:	House name:
(BFPO addresses only)	Name/Rank/Number:	BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

OFFICIAL SENSITIVE PERSONAL (when completed)

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

Address 2:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy

BFPO

No fixed abode

Please fill in the fields which are applicable:

Flat number:	House number:	House name:
<i>(BFPO addresses only)</i>	Name/Rank/Number:	BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

Address 3:

Type of address:	Current or previous?	Date from:	Date to:
UK	Current		
Overseas	Previous	mm yyyy	mm yyyy

BFPO

No fixed abode

Please fill in the fields which are applicable:

Flat number:	House number:	House name:
---------------------	----------------------	--------------------

OFFICIAL SENSITIVE PERSONAL (when completed)

(BFPO addresses only)

Name/Rank/Number:

BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

13. Marriages/civil partnerships more than 3 years ago

Have you had any other marriages or civil partnerships that ended MORE THAN 3 YEARS AGO? *You need not enter details of anyone you have already included on this form.* **Yes** **No**

If you have answered 'No', please go to Section 14. If you have answered 'Yes', please answer the following questions. If you had more than one spouse or partner prior to the last 3 years, please tick here and enter additional details on the continuation sheets in the same format.

Date of marriage or partnership ceremony:

dd mm yyyy

Where did it take place?

Town:

County/region:

Country:

Was the marriage / partnership ended by:

Spouse/Partner's death?	Yes	No	If 'yes', please give date:	dd	mm	yyyy
--------------------------------	------------	-----------	------------------------------------	----	----	------

Divorce/dissolution?	Yes	No	If 'yes', please give date:	dd	mm	yyyy
			Court at which Decree Nisi and Decree Absolute / Conditional Order and Final Order granted:			

Other?	Yes	No	If 'yes', please give an explanation:
---------------	------------	-----------	--

14. Your Parents

Please provide details of ALL your parents and your parents' current and/or former partners in the last 3 years. If your parents are separated and either of them is living with a new partner (or has done so within the last 3 years), details of their partner are required.

Details of any other step parents, foster parents, adoptive parents, legal guardians, etc. are also required. Details of natural father and natural mother must be provided, even if full details are not known.

If a parent is deceased, where the form asks for current information please provide details as at the time of their death.

Details about your Natural Father

If you do not know full details of your natural father, please tick here ☐ and give an explanation:

a. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

b. Full Forenames:

c. Surname (now):

d. Gender: Male: Female: Other:

If you have answered 'Other', please provide their gender identity:

e. Date of Birth:

f. Country of Birth:

dd mm yyyy

g. Town of Birth:

h. County / Region of Birth:

i. Has their surname changed at any time since birth? Yes No

j. If you have answered 'Yes', please provide their surname at birth:

k. Reason for surname change:

l. Apart from the surname(s) you have already declared, have they ever had any other surnames?

Yes No

If you have answered 'Yes', please add all other surnames they have had and the reason for change.

Previous surname

Reason for change of surname

m. Have their forenames changed at any time since birth? Yes No

If you have answered 'Yes', please provide their forename(s) at birth:

OFFICIAL SENSITIVE PERSONAL (when completed)

Reason for forename change:

n. Apart from the forename(s) you have already declared, have they ever had any other forenames?

Yes No

If you have answered 'yes', please add all other forenames they have had and the reason for change.

Previous forename	Reason for change of forename
-------------------	-------------------------------

o. Occupation:

p. Date of death (if applicable):

dd mm yyyy

Your natural father's nationality

In this section you are required to provide details of this parent's nationality and any former nationality. If applicable you must provide full details of the date of naturalisation or when they took up residency in the UK. If British naturalised, please ensure that you provide details of all their nationalities including previous nationality.

a. Is their present nationality:

British (including English, Scottish, Welsh and Northern Irish) Irish Other

If you have answered 'other', please enter their nationality:

b. Have they held this nationality since birth? Yes No

If you answered 'no', from what date have they held this nationality? Since

Is this: Nationality or citizenship mm yyyy

(Nationality is the status of belonging to a particular nation, whether by birth or naturalisation. Citizenship is a particular type of nationality. If you have citizenship in a country, you have the right to live there, work, vote, and pay taxes.)

c. Do they currently hold, or have they ever previously held, any other nationalities or citizenships? Yes No

If you answered 'yes', please enter any other nationalities/citizenships that they currently hold or have previously held.

Nationality 1:	Is/was this:	Current or previous?	Date from:	Date to:
	Nationality	Current		
	Citizenship	Previous	mm yyyy	mm yyyy
Nationality 2:	Is/was this:	Current or previous?	Date from:	Date to:
	Nationality	Current		
			mm yyyy	mm yyyy

OFFICIAL SENSITIVE PERSONAL (when completed)

Your father's citizenship

British Naturalisation

a. Is your father British naturalised? Yes No

If you answered 'yes', please provide the number and date of certificate. *(Please note this is not their birth certificate number)*

Number:

Date:

dd mm yyyy

British Residency

b. If your father is not a British Citizen, please enter the date of taking up permanent residence in the UK. *(This is not necessarily the same as the date of the permission to stay in the UK)*

dd mm yyyy

Your father's address

Please provide your father's current permanent address below.

Type of address:

Date from:

UK

Overseas

mm yyyy

BFPO

No fixed abode

Please fill in the fields which are applicable:

Flat number:

House number:

House
name:

(BFPO addresses only)

Name/Rank/Number:

BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode *(or equivalent, where applicable, for overseas addresses):*

Country *(if not UK or a BFPO address):*

Details about your Natural Mother

If you do not know full details of your natural mother, please tick here ☐ and give an explanation:

a. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx)

b. Full Forenames

c. Surname (now)

d. Gender: Male: ☐ Female: ☐ Other: ☐

If you have answered 'Other', please provide their gender identity:

e. Date of Birth:

f. Country of Birth:

g. Town of Birth: dd mm yyyy

h. County / Region of Birth:

i. Has their surname changed at any time since birth? Yes ☐ No ☐

j. If you have answered 'Yes', please provide their surname at birth:

k. Reason for surname change:

l. Apart from the surname(s) you have already declared, have they ever had any other surnames?

Yes ☐ No ☐

If you have answered 'Yes', please add all other surnames they have had and the reason for change.

Previous surname

Reason for change of surname

m. Have their forenames changed at any time since birth? Yes ☐ No ☐

If you have answered 'Yes', please provide their forename(s) at birth:

Reason for forename change:

n. Apart from the forename(s) you have already declared, have they ever had any other forenames?

Yes ☐ No ☐

If you have answered 'yes', please add all other forenames they have had and the reason for change.

Previous forename

Reason for change of forename

OFFICIAL SENSITIVE PERSONAL (when completed)

o. Occupation:

p. Date of death (if applicable):

dd

mm

yyyy

Your natural mother's nationality

In this section you are required to provide details of this parent's nationality and any former nationality. If applicable you must provide full details of the date of naturalisation or when they took up residency in the UK. If British naturalised, please ensure that you provide details of all their nationalities including previous nationality.

a. Is their present nationality:

British (including English, Scottish, Welsh and Northern Irish)

Irish

Other

If you have answered 'other', please enter their nationality:

b. Have they held this nationality since birth? Yes

No

If you answered 'no', from what date have they held this nationality? Since

mm

yyyy

Is this: Nationality

or citizenship

(Nationality is the status of belonging to a particular nation, whether by birth or naturalisation. Citizenship is a particular type of nationality. If you have citizenship in a country, you have the right to live there, work, vote, and pay taxes.)

c. Do they currently hold, or have they ever previously held, any other nationalities or citizenships? Yes No

If you answered 'yes', please enter any other nationalities/citizenships that they currently hold or have previously held.

Nationality 1:

Is/was
this:Current or
previous?

Date from:

Date to:

Nationality

Current

Citizenship

Previous

mm yyyy

mm yyyy

Nationality 2:

Is/was
this:Current or
previous?

Date from:

Date to:

Nationality

Current

Citizenship

Previous

mm yyyy

mm yyyy

Your mother's citizenship**British Naturalisation**

a. Is your mother British naturalised?

Yes

No

If you answered 'yes', please provide the number and date of certificate. (Please note this is not their birth certificate number)

Number:

Date:

dd

mm

yyyy

British Residency

b. If your mother is not a British Citizen, please enter the date of taking up permanent residence in the UK. (This is not necessarily the same as the date of the permission to stay in the UK)

dd

mm

yyyy

OFFICIAL SENSITIVE PERSONAL (when completed)

Your mother's address

Please provide your mother's current permanent address below.

Type of address:

Date from:

UK

Overseas

mm

yyyy

BFPO

No fixed abode

Please fill in the fields which are applicable:

Flat number:

House number:

House
name:

(BFPO addresses only)

Name/Rank/Number:

BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode (or equivalent, where applicable, for overseas addresses):

Country (if not UK or a BFPO address):

Details of other Parents, Adoptive Parents, Foster Parents, Step-Parents or Legal Guardians

Do you have any other parents, adoptive parents, step-parents or legal guardians? Yes No

If you have answered 'No', please go to Section 15. If you have answered 'Yes', please answer the following questions.

First Individual

a. Type of relationship:

Step Father

Step Mother

Foster Father

Foster Mother

Adoptive Father

Adoptive Mother

Father's Partner

Mother's Partner

Legal Guardian

Legal Guardian's
Partner

Father's Former
Partner

Mother's Former
Partner

OFFICIAL SENSITIVE PERSONAL (when completed)

If you do not know full details of this individual, please tick here ☐ and give an explanation: _____

b. If you were adopted, please give the date of adoption.

dd mm yyyy

c. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx)

d. Full Forenames

e. Surname (now)

f. Gender: Male: ☐ Female: ☐ Other: ☐

If you have answered 'Other', please provide their gender identity: _____

g. Date of Birth:

h. Country of Birth:

dd mm yyyy

i. Town of Birth:

j. County / Region of Birth:

k. Has their surname changed at any time since birth? Yes ☐ No ☐

l. If you have answered 'Yes', please provide their surname at birth:

m. Reason for surname change:

n. Apart from the surname(s) you have already declared, have they ever had any other surnames?

Yes ☐ No ☐

If you have answered 'Yes', please add all other surnames they have had and the reason for change.

Previous surname	Reason for change of surname
------------------	------------------------------

o. Have their forenames changed at any time since birth? Yes ☐ No ☐

If you have answered 'Yes', please provide their forename(s) at birth:

Reason for forename change:

p. Apart from the forename(s) you have already declared, have they ever had any other forenames?

Yes ☐ No ☐

If you have answered 'yes', please add all other forenames they have had and the reason for change.

Previous forename	Reason for change of forename
-------------------	-------------------------------

OFFICIAL SENSITIVE PERSONAL (when completed)

q. Occupation:

r. Date of death (if applicable):

dd

mm

yyyy

Their nationality

In this section you are required to provide details of this parent's nationality and any former nationality. If applicable you must provide full details of the date of naturalisation or when they took up residency in the UK. If British naturalised, please ensure that you provide details of all their nationalities including previous nationality.

a. Is their present nationality:

British (including English, Scottish, Welsh and Northern Irish)

Irish

Other

If you have answered 'other', please enter their nationality:

b. Have they held this nationality since birth?

Yes

No

If you answered 'no', from what date have they held this nationality? Since

mm

yyyy

Is this: Nationality

or citizenship

(Nationality is the status of belonging to a particular nation, whether by birth or naturalisation. Citizenship is a particular type of nationality. If you have citizenship in a country, you have the right to live there, work, vote, and pay taxes.)

c. Do they currently hold, or have they ever previously held, any other nationalities or citizenships? Yes No

If you answered 'yes', please enter any other nationalities/citizenships that they currently hold or have previously held:

Nationality 1:

Is/was
this:Current or
previous?

Date from:

Date to:

Nationality

Current

Citizenship

Previous

mm

yyyy

mm

yyyy

Nationality 2:

Is/was
this:Current or
previous?

Date from:

Date to:

Nationality

Current

Citizenship

Previous

mm

yyyy

mm

yyyy

Their citizenship**British Naturalisation**

a. Is this parent British naturalised?

Yes

No

If you answered 'yes', please provide the number and date of certificate. (Please note this is not their birth certificate number)

Number:

Date:

dd

mm

yyyy

British Residency

b. If this parent is not a British Citizen, please enter the date of taking up permanent residence in the UK. (This is not necessarily the same as the date of the permission to stay in the UK)

dd

mm

yyyy

OFFICIAL SENSITIVE PERSONAL (when completed)

Their address

Please provide this parent's current permanent address below.

Type of address:

Date from:

UK

mm

yyyy

Overseas

BFPO

No fixed abode

Please fill in the fields which are applicable:

Flat number:

House number:

House
name:

(BFPO addresses only)

Name/Rank/Number:

BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode (or equivalent, where applicable, for overseas addresses):

Country (if not UK or a BFPO address):

Second Individual

a. Type of relationship:

Step Father

Step Mother

Foster Father

Foster Mother

Adoptive Father

Adoptive Mother

Father's Partner

Mother's Partner

Legal Guardian

Legal Guardian's
Partner

Father's Former
Partner

Mother's Former
Partner

If you do not know full details of this individual, please tick here and give an explanation:

b. If you were adopted, please give the date of adoption.

dd

mm

yyyy

c. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx)

d. Full Forenames

e. Surname (now)

OFFICIAL SENSITIVE PERSONAL (when completed)

f. Gender: Male: Female: Other:

If you have answered 'Other', please provide their gender identity:

g. Date of Birth:

h. Country of Birth:

dd mm yyyy

i. Town of Birth:

j. County / Region of Birth:

k. Has their surname changed at any time since birth? Yes No

l. If you have answered 'Yes', please provide their surname at birth:

m. Reason for surname change:

n. Apart from the surname(s) you have already declared, have they ever had any other surnames?

Yes No

If you have answered 'Yes', please add all other surnames they have had and the reason for change.

Previous surname Reason for change of surname

o. Have their forenames changed at any time since birth? Yes No

If you have answered 'Yes', please provide their forename(s) at birth:

Reason for forename change:

p. Apart from the forename(s) you have already declared, have they ever had any other forenames?

Yes No

If you have answered 'yes', please add all other forenames they have had and the reason for change.

Previous forename Reason for change of forename

q. Occupation:

r. Date of death (if applicable):

dd mm yyyy

OFFICIAL SENSITIVE PERSONAL (when completed)

Their nationality

In this section you are required to provide details of this parent's nationality and any former nationality. If applicable you must provide full details of the date of naturalisation or when they took up residency in the UK. If British naturalised, please ensure that you provide details of all their nationalities including previous nationality.

a. Is their present nationality:

British (including English, Scottish, Welsh and Northern Irish) Irish Other

If you have answered 'other', please enter their nationality:

b. Have they held this nationality since birth? Yes No

If you answered 'no', from what date have they held this nationality? Since

Is this: Nationality or citizenship mm yyyy

(Nationality is the status of belonging to a particular nation, whether by birth or naturalisation. Citizenship is a particular type of nationality. If you have citizenship in a country, you have the right to live there, work, vote, and pay taxes.)

c. Do they currently hold, or have they ever previously held, any other nationalities or citizenships? Yes No

If you answered 'yes', please enter any other nationalities/citizenships that they currently hold or have previously held:

Nationality 1:	Is/was this:	Current or previous?	Date from:	Date to:
	Nationality	Current		
	Citizenship	Previous	mm yyyy	mm yyyy
Nationality 2:	Is/was this:	Current or previous?	Date from:	Date to:
	Nationality	Current		
	Citizenship	Previous	mm yyyy	mm yyyy

Their citizenship

British Naturalisation

a. Is this parent British naturalised? Yes No

If you answered 'yes', please provide the number and date of certificate. (Please note this is not their birth certificate number)

Number: Date: dd mm yyyy

British Residency

b. If this parent is not a British Citizen, please enter the date of taking up permanent residence in the UK. (This is not necessarily the same as the date of the permission to stay in the UK)

dd mm yyyy

Their Address

Please provide this parent's current permanent address below.

Type of address:

Date from:

UK

mm

yyyy

Overseas

BFPO

No fixed abode

Please fill in the fields which are applicable:

Flat number:

House number:

House
name:

(BFPO addresses only)

Name/Rank/Number:

BFPO Code:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State for overseas addresses):

Postcode (or equivalent, where applicable, for overseas addresses):

Country (if not UK or a BFPO address):

15. Current Employment/Current Service

What is your current employment status? Select all that apply. For example, if you have a civilian job but are also a reservist, select both options.

Employed in HM Government Service, the Civil Nuclear Industry, Police Forces and the devolved administrations
Please complete Section 15/1

Serving in HM Forces – Regular

Please complete Section 15/2

Serving in HM Forces – Reserves

Please complete Section 15/2

In other full or part-time employment (excepting self-employment)

Please complete Section 15/3

Self-employed

Please complete Section 15/4

Unemployed

Please complete Section 15/5

15/1: Employment in HMG

Organisation:

Date of joining:

mm

yyyy

Your grade:

Please provide details (including current contact information where known) of all the immediate supervisors, both current and previous, that you have had with this employer since you joined them or within the last 5 years, whichever is shorter. Give your present supervisor first and work backwards. If you have had more than 4 supervisors, please use the continuation pages

OFFICIAL SENSITIVE PERSONAL (when completed)

Current Supervisor

Forename(s) Surname: Date from: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Previous Supervisor

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Previous Supervisor

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

OFFICIAL SENSITIVE PERSONAL (when completed)

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any):

Job title:

Current contact email address (if known):

Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Previous Supervisor

Forename(s)

Surname:

Tick here if details not fully known

Date from:

mm yyyy

Date to:

mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any):

Job title:

Current contact email address (if known):

Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

15/2: Serving in HM Forces (Regular or Reserve)

When did your current military service begin?

Your rank:

mm yyyy

Service:

Service number:

OFFICIAL SENSITIVE PERSONAL (when completed)

Please provide details (including current contact information where known) of all the immediate supervisors, both current and previous, that you have had in each posting with HM Forces (Regular or Reserve) since you began serving with them or within the last 5 years, whichever is shorter. This should be the person who directly supervises you and sees you most frequently. It must be someone of Petty Officer/SNCO rank (or equivalent grade) or above. Give your present supervisor first and work backwards. If you have had more than 4 supervisors, please use the continuation pages.

Current Supervisor

Forename(s) Surname: Date from: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Previous Supervisor

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

OFFICIAL SENSITIVE PERSONAL (when completed)

Previous Supervisor

Forename(s)

Surname:

Tick here if details not fully known

Date from:

mm

yyyy

Date to:

mm

yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any):

Job title:

Current contact email address (if known):

Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Previous Supervisor

Forename(s)

Surname:

Tick here if details not fully known

Date from:

mm

yyyy

Date to:

mm

yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any):

Job title:

Current contact email address (if known):

Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

OFFICIAL SENSITIVE PERSONAL (when completed)

15/3 Other Employment (excepting Self-Employment)

Name of employer:

Date of joining:

Your employer's address:

mm

yyyy

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Please provide details (including current contact information where known) of all the immediate supervisors, both current and previous, that you have had with this employer within the last 12 months. This should be the person who directly supervises you and sees you most frequently. Give your present supervisor first and work backwards. If you have had more than 4 supervisors, please use the continuation pages.

Current Supervisor

Forename(s)

Surname:

Date from:

mm

yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any):

Job title:

Current contact email address (if known):

Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

OFFICIAL SENSITIVE PERSONAL (when completed)

Previous Supervisor

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Previous Supervisor

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

OFFICIAL SENSITIVE PERSONAL (when completed)

Previous Supervisor

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

15/4 Self-Employment

Name of company: Date on which you established/joined the company: mm yyyy

Your company's address:

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Is your business a registered charity, of which you are a trustee? Yes No

If 'yes', please give the registered charity number:

Please provide details of someone in a position of authority who knows you well through your work. This could be a senior business partner in your company, or a senior representative of a customer by whom you have been contracted to carry out work (for example, a Government official).

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Forename(s) Surname:

OFFICIAL SENSITIVE PERSONAL (when completed)

Please explain briefly how you know this individual:

Their rank/grade (if any):

Their job title:

How long have you worked with/for this individual? years months

Please provide current contact details for this individual.

Contact email address (if known):

Telephone:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

15/5 Unemployment

Date from which this period of unemployment started

mm

yyyy

Are you claiming unemployment benefit?

Yes

No

If 'Yes', please provide the address of the relevant Benefit Office:

Building Number:

Building Name:

Street:

District/Area:

Town:

County/Region:

Postcode:

Country:

16. Details of Previous Employment

Within the last 10 years, have you had any previous full or part-time employment, including previous periods of military service, or any periods of unemployment lasting for 3 months or more? Yes No

If you have answered 'No', please go to Section 17. If you have answered 'Yes', please answer the following questions.

OFFICIAL SENSITIVE PERSONAL (when completed)

Please give details of all previous employment / Service / unemployment in excess of 3 months during this period, starting with the most recent first. Please use the continuation sheets if necessary.

Previous HM Government employment:	Section 16/1
Previous military service:	Section 16/2
Other previous employment (excepting self-employment)	Section 16/3
Previous self-employment	Section 16/4
Previous unemployment	Section 16/5

16/1: Previous HMG Employment

Date from:

mm yyyy

Date to:

mm yyyy

Organisation:

Grade on leaving:

Please provide details (including current contact information where known) of each supervisor that you had within the last 5 years of employment in this organisation. This should be the person who directly supervised you and saw you most frequently. Details of anyone who supervised you more than 5 years ago are not required.

Supervisor 1

Forename(s)

Surname:

Tick here if details not fully known

Date from:

mm yyyy

Date to:

mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any):

Job title:

Current contact email address (if known):

Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

OFFICIAL SENSITIVE PERSONAL (when completed)

Supervisor 2

Forename(s) Surname: Tick here if details not fully known

Date from: Date to:
mm yyyy mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Supervisor 3

Forename(s) Surname: Tick here if details not fully known

Date from: Date to:
mm yyyy mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

OFFICIAL SENSITIVE PERSONAL (when completed)

16/2: Previous Service in HM Forces (Regular or Reserve)

Date from:	Date to:
mm yyyy	mm yyyy
Was this Reserve Service?	Yes No
Your rank on discharge:	
Service:	Service number:

Please provide details (including current contact information where known) of each supervisor that you had within the last 5 years of this period of service. This should be the person who directly supervised you and saw you most frequently. It must be someone of Petty Officer/SNCO rank (or equivalent grade) or above. Details of anyone who supervised you more than 5 years ago are not required.

Supervisor 1

Forename(s)	Surname:	Tick here if details not fully known
Date from:	Date to:	
mm yyyy	mm yyyy	
Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):		
Rank/grade (if any):	Job title:	
Current contact email address (if known):	Telephone:	
Section, Unit, Branch or Establishment (if applicable):		
Address Line 1:		
Address Line 2:		
Address Line 3:		
Town:	County (or Region/Area/State)	
Postcode (or equivalent, where applicable, for overseas addresses):		
Country:		

Supervisor 2

Forename(s)	Surname:	Tick here if details not fully known
Date from:	Date to:	
mm yyyy	mm yyyy	
Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):		
Rank/grade (if any):	Job title:	
Current contact email address (if known):	Telephone:	
Section, Unit, Branch or Establishment (if applicable):		

OFFICIAL SENSITIVE PERSONAL (when completed)

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Supervisor 3

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

16/3 Other previous employment (excepting self-employment)

Date from: mm yyyy Date to: mm yyyy

Name of employer:

Your employer's address:

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

OFFICIAL SENSITIVE PERSONAL (when completed)

Please provide details (including current contact information where known) of each supervisor you had during employment in this organisation. This should be the person who directly supervised you and saw you most frequently. Details of anyone who supervised you more than 5 years ago are not required.

Supervisor 1

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Supervisor 2

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

OFFICIAL SENSITIVE PERSONAL (when completed)

Supervisor 3

Forename(s) Surname: Tick here if details not fully known

Date from: mm yyyy Date to: mm yyyy

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Rank/grade (if any): Job title:

Current contact email address (if known): Telephone:

Section, Unit, Branch or Establishment (if applicable):

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

16/4 Previous self-employment

Date from: mm yyyy Date to: mm yyyy

Name of company:

Your company's address:

Address Line 1:

Address Line 2:

Address Line 3:

Town: County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

Please provide details of someone in a position of authority who knew you well through your work while you were self-employed. This could be a senior business partner in your company, or a senior representative of a customer by whom you have been contracted to carry out work (for example, a Government official). Please enter the current information and contact details for this individual.

OFFICIAL SENSITIVE PERSONAL (when completed)

Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev/Mx):

Forename(s)

Surname:

Please explain briefly how you knew this individual:

Their rank/grade (if any):

Their job title:

How long did you work with/for this individual? years months

Please provide current contact details for this individual.

Contact email address (if known):

Telephone:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County (or Region/Area/State)

Postcode (or equivalent, where applicable, for overseas addresses):

Country:

16/5 Previous Unemployment

Date from:

Date to:

mm yyyy

mm yyyy

Were you claiming unemployment benefit?

Yes

No

If 'Yes', please provide the address of the relevant Benefit Office:

Building Number:

Building Name:

Street:

District/Area:

Town:

County/Region:

Postcode:

Country:

Deliberately blank

17. Criminal Convictions & Related Matters

In line with HM Government's policy on vetting, you must declare any matter which may be relevant. This includes any criminal convictions which you may have, including those which are 'spent'. You must declare convictions issued by a Scottish court even if you know that they have been weeded from the Criminal History System in accordance with Police Scotland's rules on the retention of information.

You must reveal all convictions, whether or not spent, under the legislation.

In line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Rehabilitation of Offenders (Exclusions and Exceptions)(Scotland) Order 2003 and the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, spent convictions may also be taken into account where protecting public safety or public order is involved.

The relevant department or agency will decide if a criminal conviction affects your security clearance. Although it may be taken into account, this information will not necessarily prevent you from being awarded a security clearance.

Please answer the three questions on the next page and sign and date the section. You have the option to detach the Criminal Declaration (Pages 49 and 50) should you wish the Vetting Authorities alone to see your response on these matters. You should remove the section and place in an envelope, then seal the envelope, sign your name across the flap and attach it to the front of the questionnaire before sending to your sponsor.

Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of unreliability and will be taken into account when assessing your suitability for security clearance.

Tick here if you have read and understand these instructions.

I confirm that I understand I must declare all spent convictions.

OFFICIAL SENSITIVE PERSONAL (when completed)

You are reminded that your answers will be checked against national criminal records.

a. Have you ever been convicted or found guilty by a Court (including juvenile courts) of ANY offence in ANY country, excluding parking and speeding convictions but including all other motoring offences even where a spot fine has been administered by the police? Yes No

If you have answered 'Yes', please give full details (including dates):

b. Have you ever been on probation, or received any type of police caution, or been absolutely/conditionally discharged, or had a fixed penalty notice or penalty notice for disorder issued to you, or accepted a fiscal fine from the Procurator Fiscal in Scotland, or been bound over after being charged with any offence, or is there any action pending against you?

Yes No

If you have answered 'Yes', please give full details (including dates):

c. Have you ever been convicted by a Court Martial, or sentenced to detention or dismissal or fined while serving in the armed forces of the UK or any Commonwealth or foreign country?

Yes No

If you have answered 'Yes', please give full details (including dates):

Please take the time to review all the answers you have given for the criminal convictions & related matters section before you continue.

I confirm that I have reviewed all the answers I have given for the criminal convictions & related matters section and they are correct

Please enter your full name and sign and date below.

Surname:

Full forenames:

Signed:

Date:

Day

Month

Year

18. Security Information

You are reminded that your answers will be checked against national security records. Failure to make a full declaration may result in your being denied clearance.

- | | | |
|--|-----|----|
| a. Have you ever been involved in Espionage? | Yes | No |
| b. Have you ever been involved in terrorism? | Yes | No |
| c. Have you ever been involved in sabotage? | Yes | No |
| d. Have you ever been involved in actions intended to overthrow or undermine Parliamentary democracy by political, industrial or violent means? | Yes | No |
| e. Have you ever been a member of, or supported, a group or groups involved in any of the above activities? | Yes | No |
| f. Have you ever had a close association with anyone, including any member of your family, who, to your knowledge, has been a member of or given active support to any such group or activities? | Yes | No |

If you have answered 'Yes' to any of the above questions, please provide full details (including dates).

19. Other Information

You are required to state if there are any other matters which might be relevant to the granting of a security clearance.

- | | | |
|--|-----|----|
| a. Do you currently have, or have you ever had, serious medical or psychological problems? | Yes | No |
|--|-----|----|
- If you have answered 'Yes', please provide full details, including dates.

- | | | |
|---|-----|----|
| b. Are you currently, or have you ever been, a habitual user of addictive substances (e.g. drugs or alcohol)? | Yes | No |
|---|-----|----|
- If you have answered 'Yes', please provide full details, including dates.

- | | | |
|---|-----|----|
| c. Do you currently have, or have you ever had, significant financial difficulties? | Yes | No |
|---|-----|----|
- If you have answered 'Yes', please provide full details, including dates.

- | | | |
|--|-----|----|
| d. Are you now, or have you ever been, involved in conduct liable to lead to susceptibility to pressure or improper influence? | Yes | No |
|--|-----|----|
- If you have answered 'Yes', please provide full details, including dates.

OFFICIAL SENSITIVE PERSONAL (when completed)

e. Are you aware of any other circumstances or characteristics not covered by your previous answers which might affect your suitability for access to sensitive information or assets? **Yes** **No**
If you have answered 'Yes', please provide full details, including dates.

f. Is there any other information that you wish to provide in support of your clearance application? **Yes** **No**
Please provide full details, including dates (if applicable).

20. Previous Security Clearances

a. Have you completed any previous government security questionnaires, or held a security clearance before? **Yes** **No**

If you have answered 'Yes', please provide details of the most recent government security questionnaire completed or most recent security clearance held:

b. What level of clearance was it? **DV** **SC** **CTC** **Not known**

c. Department, Agency or Firm:

d. Vetting Provider (if known - for example, DBS NSV, FCOS etc.):

e. Date completed:

Month *Year*

f. Have you ever had a security clearance withdrawn, suspended or refused? **Yes** **No**
If you successfully appealed your case then you do not need to answer Yes to this question.

If you have answered 'Yes':

g. What level of clearance was it? **DV** **SC** **CTC** **Not known**

h. Department, Agency or Firm:

i. Date of withdrawal, suspension or refusal:

Month *Year*

Please provide the reason for this.

21. Financial Circumstances – Financial History/Arrangements

For SC and SC (Review) only – **you need not answer if you are completing this form for a CTC or CTC (Review)**

a. In the last 10 years have you and/or your partner.....

i. Had a credit or store card application declined? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

ii. Had a personal loan application declined? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

iii. Sought a reduction in monthly repayments with a lender? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

iv. Ever consolidated debt onto a new financial arrangement? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

v. Had a default or termination notice issued to you by a bank or creditor? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

vi. Had a credit or store card withdrawn? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

vii. Consulted a debt management company or advisory service? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

viii. Arranged a debt management plan (either formal or informal)? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

ix. Been subject to a county court judgement? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

x. Been subject to an attachment of earnings order? Yes No

If 'Yes': Number of times: Most recent year: Please provide details on the continuation pages

OFFICIAL SENSITIVE PERSONAL (when completed)

b. Have you and/or your partner ever:

i. Had repossession proceedings commenced against you?

Yes

No

If 'Yes': Number of times:

Most recent year:

Please provide details on the continuation pages

ii. Been investigated by HMRC or DWP?

Yes

No

If 'Yes': Number of times:

Most recent year:

Please provide details on the continuation pages

iii. Applied for an Individual Voluntary Arrangement (IVA), a Debt Relief Order (DRO) or (in Scotland only) a Protected Trust Deed or Minimal Asset Process (MAP) Bankruptcy or Low Income Low Asset (LILA) Bankruptcy?

Yes

No

If 'Yes': Number of times:

Most recent year:

Please provide details on the continuation pages

iv. Been declared bankrupt?

Yes

No

If 'Yes': Number of times:

Most recent year:

Please provide details on the continuation pages

v. Are there any details or explanations that would help us to understand your financial position better?

Yes

No

If 'Yes', please provide details:

Continuation of Answers

IMPORTANT: When providing additional information please write the Question Number against each answer and provide all the information requested in the original question.

Continuation of Answers

IMPORTANT: When providing additional information please write the Question Number against each answer and provide all the information requested in the original question.

Continuation of Answers

IMPORTANT: When providing additional information please write the Question Number against each answer and provide all the information requested in the original question.

Declaration

I declare that I have read and understood the statement of HM Government's vetting policy accompanying this questionnaire.

I understand that in accordance with this policy the personal information I have provided on this form about myself, my partner (if applicable) and my family will be submitted for checking against national criminal and security records.

I understand a check against credit reference agency records and investigations into my financial circumstances will also be carried out. I understand, too, that the information provided may be subject to ongoing checks where they are necessary and proportionate.

I declare that the information I have given is true and complete to the best of my knowledge and belief, and I understand that any false statement or deliberate omission in the information I have given in this questionnaire may disqualify me from employment (including employment in connection with Crown contracts if applicable) or make me liable to disciplinary action, which may include dismissal.

I undertake to notify any material changes in the information I have given (e.g. change of partner, address or financial circumstances), including any future criminal convictions, to the Personnel or Security branch concerned.

Important: Data Protection legislation. This questionnaire asks you to supply "personal" and "sensitive personal" data as defined by current data protection legislation. You will be supplying this data to the appropriate vetting authority where it will be processed exclusively for the purpose of security vetting, in accordance with HM Government's vetting policy, save that, in the highly unlikely event that data supplied by you discloses or suggests that:

i. a criminal offence has occurred or is likely to occur.

ii. staff may be at risk, e.g. if you have been diagnosed with a serious mental condition as potentially endangering yourself or others.

then the vetting authority may pass on that information alone to the appropriate person(s). Subject to this, the vetting authority will protect the information you provide and will ensure that it is not passed to anyone who is not authorised to see it.

By signing the declaration on this page, you are agreeing that you understand that the data you provide in this questionnaire will be processed in the manner described above.

If you have any concerns about any of the questions we ask, or what we will do with the information you provide, which are not answered by the guidance notes please contact the person who issued this form for further information.

Note: Please review the form BEFORE SIGNING to ensure that all questions have been fully answered. Please check that you have signed the Criminal Convictions Declaration on page 50.

When completed, this application form must be returned to your Sponsor. Contractors, please note at page 50 that you may detach and place in a sealed envelope the Criminal Convictions & Related Matters page before returning the form to the Sponsor.

You are not compelled to undergo national security vetting and you can withdraw from the process at any time. However, this is likely to mean that you can no longer be employed in the post for which you needed to be cleared. If you do decide to withdraw, after submitting this form, you must inform your Sponsor immediately.

Signed:

Date:

Day Month Year

Security Check (SC) / Counter Terrorist Check (CTC) Questionnaire**To be completed by all Sponsors (Including HM Forces, Government Agencies and Firms)**Please **ensure** you have completed Section 2 (Security Clearance Required) on page 1, before submitting this request.

Please ensure you only write inside the fields provided. Do not mark or strike through any other areas of the form. If completing by hand please write in **BLACK INK** using **BLOCK LETTERS**. If an answer will not fit in the space provided, please enter your answer on the continuation sheets (pages 55 to 57). If you make a mistake, please do not correct it but delete it by striking it through. Please do not use correcting fluid.

Ensure you answer **ALL** the questions. You can use the abbreviation **NA** (Not Applicable). **NA** - If a question does not apply to you, write **NA** in the first two boxes only of the relevant question. **Not Known** - If you do not know the answer, or you cannot provide the information needed, write **NOT KNOWN** in the first line only of the relevant question. Please provide an explanation why the information is unknown to you in the appropriate boxes or on the continuation sheets (pages 55 to 57). Unanswered questions or Not Known replies may cause delay to the processing of this questionnaire.

Please specify the following employment details for the post which DV clearance is required:

Employment Type: (If the applicant has more than one employment type (for example if they are a civil servant but also a military reservist), please select the employment type for which you are applying for clearance.)

Royal Navy	Army	RAF	MOD Civilian	Other Civil Servant
Police Officer/civilian staff		Civil Nuclear Employee		Civil Nuclear Contractor
Contractor	Other			

Please provide the job title and establishment/location of the post for which the applicant requires this clearance.

Applicant's job title:

Establishment location:

Is the applicant an existing employee who has been employed for more than three years? Yes No

Is this clearance being requested on initial recruitment? Yes No

Is the post for which clearance is required Reserved or Non-Reserved? Reserved Non-Reserved

Is the vetting subject (a) an employee of, (b) applying for employment with or (c) closely associated with the vetting service provider? (For example, closely associated may mean they have a relative who works in the organisation that will be carrying out the vetting etc.)

Yes No

Does the vetting subject (a) make security clearance decisions on behalf of your organisation or (b) provide direct support to the decision maker?

Yes No

Checks Completed

I certify that the following checks have been completed:

- Full Baseline Personnel Security Standard (BPSS), comprising verification of the applicant's (i) Identity, (ii) Employment/academic history for (as a minimum) the past 12 months, (iii) Nationality/immigration status (including right to work in the UK), (iv) Criminal record check

Yes No

Where the full BPSS has not yet been completed, have the applicant's identity and immigration status been verified?

Yes No

As the first stage in completing BPSS, it is mandatory to verify identity and immigration status for all new recruits before an application can be submitted.

- EITHER a Departmental Record Check OR a Company Record Check

Yes No

This entails a check of all available records held for the applicant. If the applicant is a new recruit, this includes any documentation provided as part of the recruitment process.

A Departmental Record Check is carried out when the applicant's employment type is RN, Army, RAF, MOD Civilian, Other Civil Servant or Police/Civilian Staff.

A Company Record Check is carried out when the applicant's employment type is Civil Nuclear Employee, Civil Nuclear Contractor, Contractor or Other.

OFFICIAL SENSITIVE PERSONAL (when completed)

I certify that the relevant records held for the applicant have been checked for items of security interest and that:

No items of security interest were found

The following items of security interest were found:

Applicant Details

Applicant's Surname:

Applicant's Forenames in full:

Applicant's Date of Birth:

Day Month Year

Forms of ID

I confirm that the applicant's identity has been verified.

Is the Subject an existing employee who has been employed for 3 years or more? Yes No

If you have answered 'Yes', only a company records check is required as confirmation of identity:

Company record number (optional):

Issue date (or date checked):

Day Month Year

If the Subject is not an existing employee who has been employed for 3 years or more, how did you confirm their identity?
Please include relevant dates and details. If a full passport is not produced, two other forms of identity must be checked.

Full EU passport	Number	Issue Date
		Day Month Year

Full Non-EU Passport:	Number	Issue Date
		Day Month Year

Driving Licence:	Number	Issue Date
		Day Month Year

Birth Certificate:	Number	Issue Date
		Day Month Year

Company Records:	Number (optional)	Issue Date or date checked
		Day Month Year

Other (1).	Please provide details:	
	Number (optional)	Issue Date (optional)
		Day Month Year

Other (2).	Please provide details:	
	Number (optional)	Issue Date (optional)
		Day Month Year

Any Other Information

Is there any other information that you would like to make the vetting service provider aware of? Yes No
If so, please provide details:

Your Details

Your Name:

Position within organisation:

Telephone Number:

Extension:

Sponsor ID:

Signed:

Date:

Day Month Year

Notification of Clearance

The outcome of this application will be notified to the Sponsor as an electronic notification. Please ensure a valid email address is provided. Alternatively, a notification will be sent in writing to the address provided below.

Sponsor's Reference:

Purchase Order Number / Joint Business Agreement Number / Account Number:

Notification address:

Name of Firm / Organisation:

Address Line 1:

Address Line 2:

Town:

County/Region:

Postcode:

Country:

Email:

If your address as a Sponsor is not the same as the notification address, please give it below:

Name of Firm / Organisation:

Address Line 1:

Address Line 2:

Town:

County/Region:

Postcode:

Country:

Contractor Details

Please complete this section if you have given the applicant's employment type as 'Contractor' or 'Civil Nuclear Contractor'.

Contract number:

Please select your OWN employing organisation:

HM Government/HM Forces:



Please identify the applicant's status:

Non-List X Contractor

Non-List X Subcontractor

Locally-employed Contractor
(under an overarching contract)

Locally-employed Contractor
(NOT under an overarching contract)

List X Contractor:



Please identify the applicant's status:

List X Contractor

List X Subcontractor*

Non-List X Subcontractor

**includes employees of your own company, where this clearance is needed for work they are carrying out under sub contract to another firm.*

Length of employee's time with firm:

Years Months

Please provide details of the company by which the subject is DIRECTLY employed. For a consultant or locally-employed contractor, this may be their own business details.

Are the details of the company the same as those provided for the notification address? Yes No

If you have answered 'Yes', you do not need to enter them again. If your answer is 'No', please enter the details below:

Name of Firm / Organisation:

Address Line 1:

Address Line 2:

Town:

County/Region:

Postcode:

Country:

Subcontractor Details

Please complete this section if you have identified the applicant's status as 'List X Subcontractor', 'Non-List X Subcontractor' or 'Locally-employed Contractor (under an overarching contract)'.

Please provide details of the prime contractor. *(This is the company to which the Subject, or their direct employer, is sub-contracted. For a locally employed contractor engaged under an overarching contract, it will be the company with which this is placed.)*

Is your own company the prime contractor and therefore you have already given its details as the notification address?

Yes

No

If you have answered 'Yes', you need not enter the company's details again. If you have answered 'No', please enter the prime contractor's details below.

Name of Firm / Organisation:

Address Line 1:

Address Line 2:

Town:

County/Region:

Postcode:

Country:

Is the clearance required for access to a site only?

Yes

No

(For example, access to site only might only be required for Ground Maintenance staff etc.)

To whose information will the employee have access?

Site where the employee works or is to work:

Title and type of work:

Privacy notice for processing personal data during National Security Vetting (NSV)

This privacy notice applies when the vetting provider is United Kingdom Security Vetting (UKSV). UKSV is part of the Ministry of Defence. If you are unsure as to the identity of your vetting provider, please ask your sponsor, which is normally the employer. This notice explains how we intend to store and handle your personal data and that of third parties in the course of conducting NSV. This notice may be updated from time to time – the latest version will be available on [.gov.uk](https://www.gov.uk).

This notice applies in relation to all previous and current NSV applications processed by UKSV or its predecessors (Defence Business Services and FCO Services) and should be read in conjunction with the [NSV forms](#) and the document '[Personnel Security Controls](#)', also available on [.gov.uk](https://www.gov.uk).

1. The identity of the NSV data controllers and contact details

UKSV is responsible for carrying out NSV and, for some of its customers, also makes the clearance decision. In these circumstances, with the exception of the Security Service, it is the sole data controller for the NSV process. As UKSV is part of the Ministry of Defence, the Data Protection Officer (DPO) responsible for NSV can be contacted via the MOD Chief Information Officer at CIO-DPA@mod.uk.

When UKSV carries out NSV, but the decision on whether to grant security clearance is taken by the sponsor (which is normally the public authority employer), the sponsor organisation is a joint data controller with UKSV. In these circumstances, if you wish to exercise your rights under data protection legislation, you can contact either UKSV's Data Protection Officer (DPO) or their counterpart in the sponsor organisation that decides whether you will be granted security clearance. It is the sponsor's responsibility to advise you of their DPO's contact details.

In addition to UKSV and the sponsor organisation, the Security Service is a data controller for NSV in respect of the check of Security Service records. The Security Service publishes advice on access to information at <https://www.mi5.gov.uk/access-to-information>. It can be contacted via:

The Enquiries Desk
PO Box 3255
London SW1P 1AE

Should you be granted clearance and subsequently move to another post requiring NSV at a different organisation, the relevant personnel security risk owner for the new organisation may review your clearance against the particular security risks that organisation faces. In such circumstances, the new organisation replaces the initial sponsor organisation as a joint data controller for NSV.

2. Why we will process your data

We will process your personal data and that of third parties for the purpose of carrying out NSV, including aftercare. NSV is necessary and proportionate to safeguard the UK's national security. We may also process your data for ancillary purposes, for example, to facilitate an appeal to the Security and Vetting Appeals Panel, to fulfil legal and regulatory requirements or, in an anonymised way for business monitoring and planning purposes.

3. The legal basis for the processing

UKSV and the sponsor organisation process your personal data and that of third parties in accordance with the General Data Protection Regulation, as applied by Chapter 3 of Part 2 of the Data Protection Act 2018 ('the Applied GDPR'). The Security Service will process your personal data in accordance with Part 4 of the Data Protection Act 2018 (intelligence services processing).

The processing of your personal data and that of third parties is necessary for the purpose of NSV, which is carried out for reasons of substantial public interest and in the exercise of official authority vested in the data controllers. Conducting NSV is a function of UKSV, which is part of the Ministry of Defence, a government department.

4. How your data will be processed

Your personal data and that of third parties will be processed as described in the 'Statement of HM Government Personnel Security and National Security Vetting Policy', which is included in the vetting forms and as an annex to

the document '[Personnel Security Controls](#)' available on .gov.uk. The categories of personal data which we process are described in those documents.

5. Who we share your data with

Personal data that we collect and process for NSV is very strictly controlled and protected by a high level of physical, cyber and personnel security measures. Your NSV personal data is kept separate from other personal data and access is only provided for the purpose of NSV and to those with a strict 'need to know', such as your UKSV vetting officer.

Conducting NSV

To conduct the various checks that form part of NSV, it may be necessary to share some of your personal data with the relevant check provider so that they may provide further personal data to us. We only share the minimum amount of personal data necessary to enable the provider to perform the check. In most cases this is limited to basic identifying information (such as your name or date of birth) to ensure that the provider performs the check on the correct individual.

To perform the component NSV checks and reach a security clearance decision, UKSV may share some of your data with:

- Your employing department or company (to request access to relevant personnel records)
- Public authorities which maintain criminal records databases
- The Security Service
- Credit reference agencies
- Referees (e.g. supervisors, character and academic referees)
- The personnel security risk owner (to enable them to make a decision on your suitability to hold security clearance or so that they can specify any risk mitigation measures conditional for your clearance).

Third party personal data may be processed as a result of these checks. For example, this might be provided to UKSV by a referee.

We may also notify your sponsor or employer whether your clearance has been granted, refused or withdrawn.

Risk mitigation

On rare occasions where a security risk has been identified, UKSV or the sponsor department may consider that it is possible to mitigate that risk to an acceptable level by sharing relevant information with someone within your line management chain. Should this apply to you, we will not share your personal data without discussing this with you first and obtaining your explicit consent. If we seek to do this we will give you further explanation of the reasons why and purpose and also explain your rights with regard to providing and withdrawing consent.

If you are worried about the confidentiality of the NSV process, please contact your sponsor for advice.

Public interest matters

Very exceptionally, data supplied by you or by a third party may be sufficiently serious that the NSV data controllers may consider it is necessary and in the public interest to share relevant information with an appropriate authority, such as the police. This might occur when information suggests that:

- you may have committed a previously undetected criminal offence, or that an offence may be about to be committed,
- you or others may be at risk of harm,
- action is required to safeguard national security.

Appeal

If your clearance is refused or withdrawn and you decide to appeal to the Security Vetting Appeals Panel, we will provide the Panel with relevant personal data to enable them to consider your appeal.

6. How long we will keep your personal data

Your personal data and that of third parties will be retained for so long as is necessary for the purpose for which it was collected (safeguarding national security). Personal data collected during the NSV process will normally be

retained by UKSV and the sponsor organisation for six years from the date that your security clearance expires, lapses or is withdrawn. However, it may be necessary to retain some personal data beyond this period in the interests of national security or to defend legal proceedings which have already commenced.

7. Your data rights

You have considerable say over what happens to your personal data. Your rights and how you may exercise them are fully detailed on the ICO website. In relation to your personal data held by UKSV or the sponsor organisation, unless an exemption applies, you have the right:

- a. to request a copy your personal data
- b. to require us to restrict the processing of your data in certain circumstances
- c. to request your data be deleted or corrected
- d. to object to the processing of your data
- e. to lodge a complaint with the independent Information Commissioner's Office (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/concerns>, or telephone 0303 123 1113.

8. International data transfers and international organisations

As described above, for important reasons of public interest and national security, it may be necessary for UKSV to seek information from referees some of whom may be from international organisations, EU member states, or located in countries where the EU Commission has not issued an adequacy decision to confirm that it considers the country provides an adequate level of data protection.

Where the sponsor organisation is an international organisation, for example NATO, or where your clearance is to work for a contractor overseas, we will inform the organisation or contractor whether your clearance is granted, refused or withdrawn.

9. Decisions based on automated processing

NSV decision are not based solely on automated processing, including profiling. The decision whether to grant or refuse security clearance is taken individually by the relevant personnel security risk owner.

10. Failure to provide data

You are required to provide the personal data requested as part of NSV in order to obtain the security clearance necessary for your role, which will be either a contractual requirement or necessary for your employment with the sponsor organisation. If you do not provide the requested data, we will be unable to grant you security clearance and this may impact on your employment.

11. Complaints

If you are not satisfied with the way in which your personal data is being processed by UKSV:

You can make a complaint to the Ministry of Defence Information Rights Team:

MOD Information Rights Team
Ground floor, zone D
Main Building
Whitehall
London SW1A 2HB
Email: cio-dpa@mod.uk

The team will acknowledge your complaint within 5 working days and endeavour to send you a full response within 20 working days. If the team is unable to respond fully in this time, the team will explain why and let you know when you should get a full response.

If you are not satisfied with the response, you have the right to take your complaint to the Information Commissioner's Office: <https://ico.org.uk/concerns/> ; telephone: 0303 123 1113.