



MINISTRY OF DEFENCE

Defence Security

Scientific, Technical and Industrial Security Guidance

How to obtain exhibition clearances for defence related material not funded by the MoD

DefSy(S&T/Ind) are the lead for the development of Technical and Industrial security policy within the MOD. It is the **only** department that can provide formal exhibition clearance letters for Private Venture (PV) (i.e. not MoD funded) defence related material.

To obtain an exhibition clearance letter it is necessary to apply in writing to DefSy(S&T/Ind) and include the following:

- Your name and address (and if applicable, the address of the security controller for where you work).
- A clear statement identifying that you are requesting Exhibition Clearance, including the date of the first exhibition.
- Full details of all of the defence related material to be exhibited. This should include copies of the relevant publicity material, photographs, films and promotional videos.
- Details of any relevant previous approvals/clearances, including an explanation of what has changed between then and now.

The address to send your applications to is:

DefSy (S&T/Ind) Coord
DBR Defence Security
Ministry of Defence
1st Floor Zone I
Main Building, Whitehall
London SW1A 2HB
Tel: 0207 218 4295

Please note:

- We do not accept applications for exhibition clearance by email. This is because your application may contain information not releasable across the internet.
- We cannot provide clearance letters for technology funded and developed overseas. It is the responsibility of the Government of the originating nation to advise on any security sensitivities that may need to be protected and to provide exhibition approval accordingly.
- We do not provide exhibition clearance for non-defence related material. Therefore, we do not provide clearance letters for promotional goods (e.g. baseball caps, carrier bags, novelty gifts, etc.).
- The approval could take 3 weeks from the date of the application's receipt. Every effort will be made to meet any shorter requirement in exceptional circumstances; however, any applications where deadlines cannot be met will still be processed because issued clearance letters are valid for all subsequent exhibitions, as long as the material exhibited does not change.
- This does not constitute a security grading. The process for obtaining Private Venture security grading is set out in further guidance from this department, which your security controller should have access to.

Remember obtaining a clearance letter does not replace the need to comply with any Export Licence or other MoD security clearance requirements.

Our mission is to enable the Department to operate securely