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## STATEMENT OF HMG 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.

### Avenues of Appeal

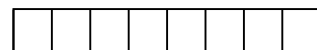
11. Existing employees who are subject to national security vetting and either refused a security clearance or whose clearance is withdrawn may appeal against such decisions. All departments and agencies that carry out national security vetting must provide for an internal appeal process. Where individuals 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.**





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3. Your Contact Details

a. Home Telephone:

b. Work Telephone:  Ext.

c. Military Dialling Code/GTN:

d. Mobile:

e. E-mail:

f. If we need to contact you, do you wish to be contacted at: Work  Home  We will try to meet your preference but this cannot always be guaranteed

g. Please enter your work address:

Name of Employer:

Address Line 1:

Address Line 2:

Town:

County / Region:  Postcode:

Country:

4. Details about Your Partner.

You should complete this section if, at Question 1, you have selected Marriage/Civil Partnership/Living with a New Partner as the reason why you are completing this form. If you have any other information which you feel may be relevant, please enter the details on the continuation sheet

a. Surname (now):  b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

c. Surname (birth):  d. Sex: Male  Female

e. Any Other Surname(s) used: 1.   
2.

f. Explanation of different surnames (e.g. marriage, deed poll, etc.)

g. Full forename(s):

h. Have your partner's forenames changed at any time since birth? Yes  No

i. Previous forename(s):

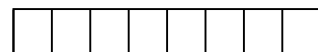
j. Explanation of previous forenames

k. Date of Birth:  /  /  i. If adopted, date of adoption:  /  /   
Day Month Year Day Month Year

m. Town of birth:

County / Region:

Country:





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\*n. Present Nationality: [Grid]

\*o. Dual Nationality (if any): [Grid]

\*p. Former Nationality (if any): [Grid]

\* There is a difference between nationality and citizenship. If they hold or held citizenship rather than nationality, tick here  and advise which countries they held citizenship in, and dates:

[Large empty box for citizenship details]

q. If British naturalised, give number and date of certificate: Number: [Grid]

Date: [Grid] / [Grid] / [Grid]  
Day Month Year

r. If non-UK National, date of taking up permanent residence in UK: [Grid] / [Grid] / [Grid]  
(This is not necessarily the same as the date of the permission to stay in the UK)  
Day Month Year

s. Partner's occupation: [Grid]

t. Please enter your partner's current permanent address below:

Full permanent address: Since [Grid] / [Grid]  
Month Year

House/Flat number: [Grid] House name: [Grid]

Street: [Grid]

District: [Grid]

Town: [Grid]

County / Region: [Grid] Postcode: [Grid]

Country: [Grid]

u. Has your partner within the last 5 years:

Lived at any other addresses in the UK? Yes  No

Lived outside the UK for more than 12 months at a time? Yes  No

If you answered Yes, enter full details, with dates, in date order to cover the whole 5 year period below.

Previous Address From: [Grid] / [Grid] To: [Grid] / [Grid]  
Month Year Month Year  
House/Flat number: [Grid] House name: [Grid]  
Street: [Grid]  
District: [Grid]  
Town: [Grid]  
County / Region: [Grid] Postcode: [Grid]  
Country: [Grid]

[Grid]





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\*m. Present Nationality:

\*n. Dual Nationality (if any):

\*o. Former Nationality (if any):

\* There is a difference between nationality and citizenship. If your partner's father holds or held citizenship rather than nationality, tick here  and advise which countries he holds/ held citizenship in, and dates:

p. If British naturalised, give number and date of certificate: Number:

Date:  /  /   
Day Month Year

q. If non-UK National, date of taking up permanent residence in UK:   
 (This is not necessarily the same as the date of the permission to stay in the UK) Date:  /  /   
Day Month Year

r. Occupation:

s. Please enter your partner's father's current permanent address below: If your partner's father is deceased, please provide the date of death and enter your partner's father's last known address below.

Full permanent address: Since  /   
Month Year

House/Flat number:  House name:

Street:

District:

Town:

County / Region:  Postcode:

Country:

t. Date of death (if applicable)  /  /   
Day Month Year

**6. Details About Your PARTNER'S Natural Mother (DV only)**

If you do not know full details of your partner's natural mother, please tick here:

Please give explanation:

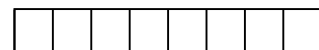
a. Surname (now):  b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

c. Surname (birth):

d. Any Other Surname(s) used: 1.

2.

e. Explanation of different surnames (e.g. marriage, deed poll, etc.)





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f. Full forename(s): [Grid]

g. Have your partner's mother's forenames changed at any time since birth? Yes [ ] No [ ]

h. Previous forename(s): [Grid]

i. Explanation of previous forenames [Text Box]

j. Date of Birth: [ ] / [ ] / [ ]  
Day Month Year

k. Town of birth: [Grid]

County / Region: [Grid]

Country: [Grid]

\*l. Present Nationality: [Grid]

\*m. Dual Nationality (if any): [Grid]

\*n. Former Nationality (if any): [Grid]

\* There is a difference between nationality and citizenship. If your partner's mother holds or held citizenship rather than nationality, tick here [ ] and advise which countries she holds/ held citizenship in, and dates:

[Text Box]

o. If British naturalised, give number and date of certificate: Number: [Grid] Date: [ ] / [ ] / [ ]  
Day Month Year

p. If non-UK National, date of taking up permanent residence in UK: (This is not necessarily the same as the date of the permission to stay in the UK) Date: [ ] / [ ] / [ ]  
Day Month Year

q. Occupation: [Grid]

r. Please enter your partner's mother's current permanent address below: If your partner's mother is deceased, please provide the date of death and enter your partner's mother's last known address below.

Full permanent address: Since [ ] / [ ]  
Month Year

House/Flat number: [Grid] House name: [Grid]

Street: [Grid]

District: [Grid]

Town: [Grid]

County / Region: [Grid] Postcode: [Grid]

Country: [Grid]

s. Date of death (if applicable) [ ] / [ ] / [ ]  
Day Month Year

t. Does your partner have any other parents, adoptive parents, step-parents or legal guardians? Please tick 'yes' or 'no'. If 'yes', go to Q7. If 'no', go to Q8 if you also need to report a change of co-residents; otherwise, please complete the declaration on page 14 Yes [ ] No [ ]

[Grid]



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7. Details of PARTNER's other Parents, Adoptive Parents, Foster Parents, Step-Parents or Legal Guardians (if applicable) (DV only)

First Individual:

If you do not know full details of this individual, please tick here:

Please give explanation:

[Large empty box for explanation]

a. Relationship: [20 empty boxes]

b. Date of adoption (if applicable): [Day] / [Month] / [Year] c. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev): [4 empty boxes]

d. Surname (now): [15 empty boxes]

e. Surname (birth): [15 empty boxes]

f. Any Other Surname(s) used: 1. [15 empty boxes] 2. [15 empty boxes]

g. Explanation of different surnames (e.g. marriage, deed poll, etc.) [Large empty box]

h. Full forename(s): [20 empty boxes]

i. Have this individual's forenames changed at any time since birth? Yes  No

j. Previous forename(s): [20 empty boxes]

k. Explanation of previous forenames [Large empty box]

l. Date of Birth: [Day] / [Month] / [Year]

m. Town of birth: [20 empty boxes]

County / Region: [20 empty boxes]

Country: [20 empty boxes]

\*n. Present Nationality: [20 empty boxes]

\*o. Dual Nationality (if any): [20 empty boxes]

\*p. Former Nationality (if any): [20 empty boxes]

\* There is a difference between nationality and citizenship. If the individual holds or held citizenship rather than nationality, tick here  and advise which countries they hold/ held citizenship in, and dates:

[Large empty box for citizenship details]

[5 empty boxes]





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k. Explanation of previous forenames

[Empty text box for explanation of previous forenames]

l. Date of Birth:

[Day] / [Month] / [Year] format for date of birth

m. Town of birth:

[Empty grid for town of birth]

County / Region:

[Empty grid for county / region]

Country:

[Empty grid for country]

\*n. Present Nationality:

[Empty grid for present nationality]

\*o. Dual Nationality (if any):

[Empty grid for dual nationality]

\*p. Former Nationality (if any):

[Empty grid for former nationality]

\* There is a difference between nationality and citizenship. If the individual holds or held citizenship rather than nationality, tick here [ ] and advise which countries they hold/ held citizenship in, and dates:

[Empty text box for citizenship details]

q. If British naturalised, give number and date of certificate:

Number: [Empty grid for certificate number]

Date: [Day] / [Month] / [Year] format

r. If non-UK National, date of taking up permanent residence in UK:

(This is not necessarily the same as the date of the permission to stay in the UK)

Date: [Day] / [Month] / [Year] format

s. Occupation:

[Empty grid for occupation]

t. Please enter the individual's current permanent address below: If the individual is deceased, please provide the date of death and enter their last known address below.

Full permanent address: Since

[Month] / [Year] format for address start date

House/Flat number:

House name: [Empty grid for house name]

Street:

[Empty grid for street]

District:

[Empty grid for district]

Town:

[Empty grid for town]

County / Region:

[Empty grid for county / region]

Postcode:

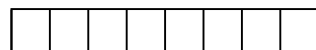
[Empty grid for postcode]

Country:

[Empty grid for country]

u. Date of death (if applicable)

[Day] / [Month] / [Year] format for date of death





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8. Details About Your Co-Residents (DV Only)

This information is ONLY required if you hold a DV clearance.

Please give details of anyone aged 18 or over living with you in shared accommodation (e.g. lodgers, au-pairs, flat-mates, etc). You need not enter details of your partner or of anyone you have already included in this questionnaire. Do not enter details of those who live in the same hostel or shared Service accommodation.

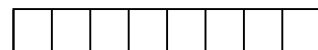
a. Surname (now):	<input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):	<input type="text"/>
c. Forename(s):	<input type="text"/>		
d. Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR Approximate Age (in Years):	<input type="text"/>
	Day      Month      Year		
e. Town of Birth:	<input type="text"/>		
*f. Present Nationality:	<input type="text"/>		
	<i>*If applicable, please differentiate between citizenship and nationality</i>		
g. Occupation:	<input type="text"/>		

a. Surname (now):	<input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):	<input type="text"/>
c. Forename(s):	<input type="text"/>		
d. Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR Approximate Age (in Years):	<input type="text"/>
	Day      Month      Year		
e. Town of Birth:	<input type="text"/>		
*f. Present Nationality:	<input type="text"/>		
	<i>*If applicable, please differentiate between citizenship and nationality</i>		
g. Occupation:	<input type="text"/>		

a. Surname (now):	<input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):	<input type="text"/>
c. Forename(s):	<input type="text"/>		
d. Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR Approximate Age (in Years):	<input type="text"/>
	Day      Month      Year		
e. Town of Birth:	<input type="text"/>		
*f. Present Nationality:	<input type="text"/>		
	<i>*If applicable, please differentiate between citizenship and nationality</i>		
g. Occupation:	<input type="text"/>		

a. Surname (now):	<input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):	<input type="text"/>
c. Forename(s):	<input type="text"/>		
d. Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR Approximate Age (in Years):	<input type="text"/>
	Day      Month      Year		
e. Town of Birth:	<input type="text"/>		
*f. Present Nationality:	<input type="text"/>		
	<i>*If applicable, please differentiate between citizenship and nationality</i>		
g. Occupation:	<input type="text"/>		

If more than 4 co-residents please tick here  and enter additional co-residents' details on the continuation sheets (page 13).



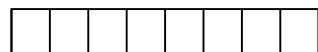


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**Continuation of Answers**

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

**Question  
Number**





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**Declaration**

I declare that I have read and understood the statement of HM Government's policy on vetting on page 3 of this questionnaire.

I understand that in accordance with this policy the personal information that I have provided on this form about myself, my partner and their family will be submitted for checking against national criminal and security records and that, 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 above (e.g. change of partner) to the Personnel or Security branch concerned.

**Important: Data Protection Act 1998.** This questionnaire asks you to supply "personal" and "sensitive personal" data as defined by the Data Protection Act 1998. 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 a criminal offence has occurred or is likely to occur, when the vetting authority may pass on that information alone to the appropriate person(s). Subject to this, the vetting authority will protect the information which 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 explicitly consenting for the data you provide in this questionnaire to 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.

When you have completed the form, please send it to the Vetting Authority.

Signed:

Date:  /  /   
Day Month Year

**For use by the Vetting Authority:**

I confirm that this form is submitted in accordance with the stated policy of Her Majesty's Government.

Name:

Position:

Telephone:  Ext.

Signed:

Date:  /  /   
Day Month Year

