



Government  
Security

# Security Clearance

A guide for **Applicants**,  
helping to reduce delays



# Welcome to vetting

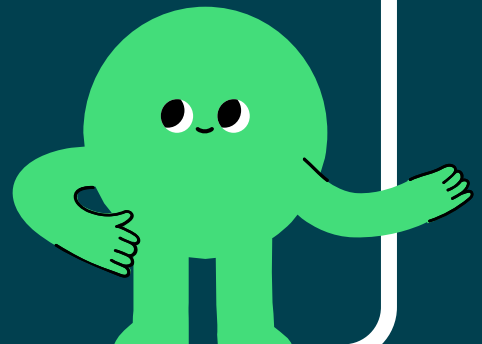
Vetting establishes a trust between an employer and their staff for roles where national security concerns are a consideration

It is a thorough check of your life which can be lengthy and at times may feel intrusive, but it's a crucial part of the national security process

Every aspect of the process is professional, objective and non-judgemental. There are no right or wrong answers, we simply ask that you are honest throughout whatever your background or life experiences

UK Security Vetting (UKSV) will work with you to ensure the process runs as smoothly as possible

We need your help to make this happen and to avoid unnecessary delays



# Common challenges

Undergoing security vetting can take a little time

However, by better understanding some of the common challenges, Applicants can help to prevent further delays



**80%** of applications received have missing or incorrect data



**56%** of cases include unsuitable referees or incorrect contact details



Long wait times in responding to interview invites or no-shows for referee and supervisor interviews



Lack of understanding of the available guidance, leading to a high number of queries, many without required case information to allow the query to be progressed

# Be prepared

The vetting process takes time to complete, so think about how long it will take you and make sure you put plenty of time aside, in a quiet place where you won't be overlooked

Familiarise yourself with the guidance for Applicants (detailed on the last page of this eBook) and ensure you have all the documents required to hand

You will need a lot of information, but don't worry, you will have an opportunity to save your application as many times as you need to and return to it, if you need to obtain additional documentation

# Tips for Applicants

Helping ensure the vetting process runs efficiently:



**Full name details:** Your first name, all middle names and surnames must be given in full - as shown on your passport

If you don't use a surname/family name, then an explanation must be given to enable our third-party checks



# Tips for Applicants

Helping ensure the vetting process runs efficiently:

2

## Partner details:

Full names are again needed. If your partner's surname/family name does not match yours, or is not used, then an explanation must be given to enable our third-party checks



# Tips for Applicants

Helping ensure the vetting process runs efficiently:



## **Parents / partner names:**

Full names of parents are required, or an explanation must be given

If either parent has a current partner other than your other parent, then their full names must also be given

If the partner's surname/family name does not match the parent's, or is not used, then an explanation must be stated



# Tips for Applicants

Helping ensure the vetting process runs efficiently:

**3b**

## **Adoptive parents:**

If you are adopted, details of both your adoptive parents and biological parents are required

If biological parent information isn't available, enter any details known and tick the 'not all information known' box and add an explanation





# Tips for Applicants

Helping ensure the vetting process runs efficiently:

3c

**Step parents:** Information of any step-parents (married or not) with whom a parent has cohabited within the past three years, or parents' partners who lived with them during a period while under the age of 18 years, is required, as well as information about biological parents



# Tips for Applicants

Helping ensure the vetting process runs efficiently:

3d

**Legal guardians:** You must provide information about any legal guardians during their upbringing, this includes being raised by grandparents, as well as providing biological parent information



# Tips for Applicants

Helping ensure the vetting process runs efficiently:



**Addresses:** You (and if relevant your partner) must give all your addresses covering the past five years

This must cover any periods of no fixed abode, living abroad, student accommodation or renting a property nearer to work

Include full postcodes and, if the address is a flat within a house, include the flat number as well as the house number or name

We appreciate this can be somewhat intrusive, however, when parents or partners are deceased, we still need their last home address or an explanation if you do not have it



# Tips for Applicants

Helping ensure the vetting process runs efficiently:

5

**Relationships:** (cohabiting) within the past three years. Even if these relationships have ended, you must provide your previous partners' details, or give an explanation of why full details cannot be provided



# Tips for Applicants

Helping ensure the vetting process runs efficiently:



**Suitability of referees:** You will need to select a Referee who has known you well for a significant recent period of your life and will be able to talk knowledgably about your life

You must provide the correct and current contact details for your Referee and also contact them to confirm they are happy to act in this capacity and be willing to be interviewed if required



# Tips for Applicants

Helping ensure the vetting process runs efficiently:



## **Check all your information:**

take the time to review all the information for accuracy **before submitting** the form

Include all surnames and forenames for people included on the form, especially for mothers and female partners where a name change has occurred through marriage

Regularly **check junk/spam folders**, ensuring you remain responsive to requests for follow-up information or clarifications, and respond using your own email address



# Contact us

Please take your time to familiarise yourself with the available guidance:

- [Guidance for Applicants](#)
- [Accessing your e-form hints & tips](#)
- [Completing your e-form application hints & tips](#)
- [Interview checklist](#)

If you are still unsure, the UKSV Enquiry Centre is willing to help. To allow your query to be handled promptly, please ensure the following information is included:

- Your full legal name and date of birth on all correspondence
- Town of birth
- Case ID if known



[uksv-helpdesk@cabinetoffice.gov.uk](mailto:uksv-helpdesk@cabinetoffice.gov.uk)



Temporarily unavailable,  
please use e-mail above

