



Ministry
of Defence

Industry Security Notice

Number 2014/03

Subject: Procedure for UK contractors without a Facility Security Clearance (FSC) (i.e., Non-List X companies) to obtain NATO Personnel Security Clearances (PSCs) for their employees to undertake work on NATO premises.

Introduction: This Industry Security Notice (ISN) replaces ISN 2011/03. It sets out the procedure for obtaining a NATO PSC certificate for employees of UK Non-List X companies tendering for, working on, or being awarded a contract by NATO or any of its constituent organisations.

Action by Industry: Companies requiring such clearances for their employees must submit applications direct to Defence Business Services National Security Vetting (DBS NSV) in York. To do so, they will be provided with, or must obtain, a letter from the NATO contracting authority which confirms the PSC requirement. A template for this is attached at Annex A.

In order to request a NATO PSC, the company must apply to DBS NSV to create a Sponsor account for them on CERBERUS, the DBS vetting IT system. The Sponsor plays a key role in the vetting process by confirming that there is a legitimate requirement for the individual to undergo it (which is essential under UK law), by confirming the vetting subject's identity, and by checking any other information that may be held on him/her.

To apply for a Sponsor account for NATO PSC, either a Director or the Head of Human Resources of the company should use the attached form (Annex B), accompanied by the NATO letter. The completed form, together with the NATO letter, must be forwarded to DBS NSV either by e-mail (a scanned copy of the NATO letter will be acceptable) to DBS-NSV-CustomerEnquiries@MOD.UK or in hard copy to MOD Customer Services, DBS NSV, Imphal Barracks, York YO10 4AS.

Within approximately 48 hours, the Sponsor will receive an e-mail informing them how to activate and access their account; the email will also include their unique

Sponsor ID, which will automatically be included in all on-line applications that they initiate and must be used in any other dealings with DBS NSV.

To apply for an individual to receive a NATO PSC, sponsors should access their portal and initiate a clearance request. Full instructions are at:

[DBS National Security Vetting: e-form portal sponsor guidance - Publications - GOV.UK](#)

On the General Information screen, the post should be designated as non-reserved. Sponsors will be able to use their portal to monitor the progress of each application.

NATO PSC action normally takes approximately 4 weeks. When completed, DBS NSV will provide the contractor with the NATO PSC for their employees, which should be presented to the NATO contracting authority. The NATO PSC will be valid for 5 years. If the employee will still be engaged on the contract after the 5 year period, the company must undertake the same process to re-validate the NATO PSC prior to the date of its expiry.

After clearance has been given, the employer/sponsor is responsible for actively managing the individual and for reporting any matters of potential security concern to DBS NSV. Failure to do so may lead to sponsorship status being removed.

Expiry Date: This ISN remains valid indefinitely or until superseded.

Point of Contact: DBS NSV QA Mgr 1, Vetting Support Services, Room 256, Building 107, Imphal Barracks, Fulford Road, York YO10 4AS.

Tel: 01904 665848

Fax: 01904 662765

E-Mail: DBS-NSV- CustomerEnquiries@mod.uk

March 2014

**TEMPLATE OF THE LETTER TO BE PROVIDED BY A NATO ORGANISATION IN SUPPORT
OF NATO PERSONNEL SECURITY CLEARANCES FOR PERSONNEL EMPLOYED BY UK
CONTRACTORS TENDERING FOR OR AWARDED A NATO CONTRACT**

Defence Business Services National Security Vetting
Building 107
Imphal Barracks
Fulford Road
York YO10 4AS
United Kingdom

DBS-NSV-customerenquiries@mod.uk

Subject: APPLICATION FOR NATO PERSONNEL SECURITY CLEARANCES

1. **[Insert name and full address of UK contractor]** are conducting work for **[Insert name of NATO Agency/Organisation]** on **[Insert subject and brief details of the tender or contract]**.
2. The work requires the above mentioned contractor's personnel involved in the contract to have access to NATO classified information at the level of CONFIDENTIAL or above and/or unescorted access to **[Insert details of establishment/s]**
3. It is requested that the personnel listed at Annex be vetted in accordance with C-M(2002)49 to obtain a NATO Personnel Security Clearance to be permitted access to information and material marked up to and including NATO SECRET.

Signed by an appropriate authorised employee of the NATO Agency

PRIVATE (when completed)



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Helpdesk Opening Times:

Mon – Thu 0900 - 1600

Fri 0900 - 1500

Telephone: 01904-662644

Fax: 01904-662765

email: DVA-CS-CSMT-GM@mod.uk

CERBERUS SPONSOR ACCOUNT – APPLICATION FORM

Sponsor Details					
Forename		Surname			
Date of Birth		Place of Birth			
Country of Birth		Tel Number (Inc Code)			
Department		Organisation Name			
Full Address and Postcode					
Portal Account Requirements - Group Mailboxes Not Accepted					
Internet Account		Super Sponsor		e-mail address	
Restricted Account		Super Sponsor		e-mail address	
VSI Account				e-mail address	
<p>Once complete, return the application form to your Departmental Security Authority (DSA), Departmental Security Officer (DSO) or Force Vetting Officer (FVO).</p> <p>The contact details of all MOD DSA's are available on the DBS NSV Intranet site or by contacting the DBS NSV Helpdesk on 01904 662644.</p> <p>The sponsor ID is issued <u>solely</u> for use by the designated sponsor. The sponsor ID must not be used by any other individuals to log in to the portal or when contacting DBS NSV. When misuse has been identified, the contravention will be raised with the DSO or equivalent with the potential for the ID to be revoked pending investigation.</p> <p>DEPARTMENTAL SECURITY AUTHORITY By forwarding the completed form to the DBS NSV, you are agreeing that the named person is authorised to act in the capacity of a sponsor for National Security Vetting.</p>					