Ministry
of Defence

Defence Business Services
National Security Vetting

**CTC/SC
Completing your Security
Clearance Application**

A Guide for Subjects

Completing your Security Clearance Application
A Guide for Subjects

Gather personal information together first...

Background – Why you have to be security cleared

Your Vetting Journey – An overview of the National Security Vetting process

Preparation – What personal information should you have ready before you begin?

Getting Started – What do you need to know about the system before you begin?

Working with the online system – Some critical sections of the application form

NSV Contacts – and other useful links

Ministry of Defence

Background
Why you have to be security cleared

If you work with the UK government you may have access to sensitive or classified information or assets. To protect national interests it is necessary for some individuals who have access to or work with sensitive or classified information to hold a security clearance.

National Security Vetting is the process for obtaining security clearance. National Security Vetting ensures that a person's character and personal circumstances are such that they can be trusted to work in a position which may involve access to sensitive information.

An individual applying for clearance is known as the **Subject**.

The person who initiates their application is known as the **Sponsor**.

Since your role requires security clearance, you are required to participate in the National Security Vetting process and to respond to detailed questions and checks. The process may feel intrusive but we only ask for the information we need. The process has to be rigorous and thorough to guarantee all our safety. **Please invest time now to provide a detailed up to date picture of yourself so we have all the information we need to process your application as quickly as possible.**
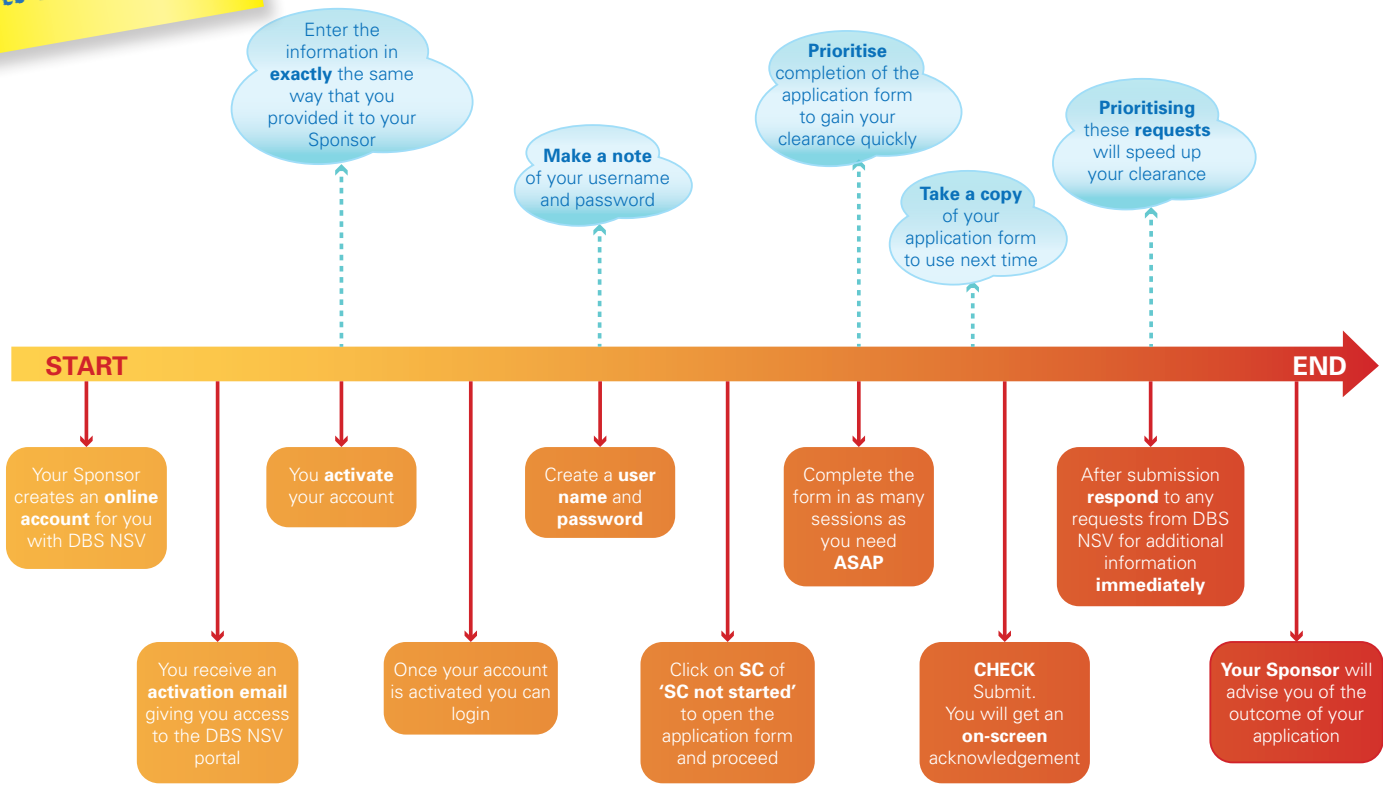
We would recommend that you disclose all the information which you feel is relevant to your application. It is often the failure to disclose, not the information itself, that is detrimental to applications and which could lead to security clearance being refused. The most common cause of delay is incomplete or incorrect information.

We very much appreciate your co-operation.

Security Vetting Journey...

Have all your information ready before you begin.

It'll save you time

Enter the information in **exactly** the same way that you provided it to your Sponsor

Make a note of your username and password

Prioritise completion of the application form to gain your clearance quickly

Take a copy of your application form to use next time

Prioritising these **requests** will speed up your clearance

START ——————————————————————————————— **END**

Your Sponsor creates an **online account** for you with DBS NSV

You **activate** your account

Create a **user name** and **password**

Complete the form in as many sessions as you need **ASAP**

After submission **respond** to any requests from DBS NSV for additional information **immediately**

You receive an **activation email** giving you access to the DBS NSV portal

Once your account is activated you can login

Click on **SC** of **'SC not started'** to open the application form and proceed

CHECK Submit. You will get an **on-screen** acknowledgement

Your Sponsor will advise you of the outcome of your application

Your vetting journey
Avoiding potential problems en route

Q: I haven't received an activation mail to give me access to the DBS NSV portal

A: Check your junk or spam folder first. If you still can't find the email then contact your Sponsor to check that the process has begun and a vetting account has been created for you.

Q: I can't access the system

A: You may be using an incompatible browser or operating system. See 'Getting started: What do you need to know about the system before you begin?'.

Q: I can't set up my account – it won't activate

A: You may be using an incompatible browser or operating system. See 'Getting Started: what do you need to know about the system before you begin?' Check that you have replicated the information that your Sponsor used to set up your account exactly.

Q: I've lost my username/password

- Click on the username reminder link on the portal log on page: 'Forgotten your username?'
- This will take you to a 'Recover username' screen
- Input your email address, your first name and your surname to identify yourself as a valid Subject. The email address you input must be the same email address to which your original activation email was sent. It must be entered in lower case only
- Once you have received the username reminder, click on the 'Forgotten your Password' link
- You should then copy and paste the username from the username reminder email into the username field and click Submit
- Once this is confirmed you will receive a password reset email containing a link allowing you to reset your password
- After clicking the link you will be required to enter the same details (in exactly the same way) as when you initially registered
- Once confirmed you will be prompted to reset your password and will be able to access your account.

Your vetting journey
Avoiding potential problems en route

Q: What information do I need to fill in the application form?
A: See 'Preparation – what personal information should you have ready before you begin?' which lists the information you will need.

Q: I've missed the deadline to complete my application
A: Contact your Sponsor as they will have to set up a new account for you.

Q: I haven't received any acknowledgement from DBS NSV to say my form has been received
A: The only acknowledgement you will receive will be the on screen message which appears when you submit your application.

Q: I'd like an update on the progress of my application
A: The majority of security clearances take around a month from submission. You should contact your Sponsor with this or any other queries.

Preparation
What personal information should you have ready before you begin?

You are unlikely to be able to simply recall all the information requested to the level of detail required. If you have the following information to hand **before** you begin your application then you will be able to fill it in more quickly and accurately.

- Your full name details including ALL middle names and any other names you have been known by

- Your place of birth – town, county and country

- All your previous UK or overseas addresses for the last 5 years including university, military and temporary accommodation.

- Your cohabiting Partners' details for the last 3 years:
    - current and any previous surnames/forenames;
    - addresses;
    - date of adoption (if applicable);
    - date of death (if applicable);
    - nationalities/citizenships

- Details of your current/previous marriage or civil partnership (date and place) and any divorce/separation/dissolution (date and court)

- Your parents' details including your birth mother and father, any step-parents, foster parents or legal guardians and any other Partner that any of them currently has, or has had within the last 3 years.

- Your record of employment information and/or military service for the past 5 years including dates of service and Supervisor's details

- Any criminal convictions (spent and unspent)

Preparation
## What personal information should you have ready before you begin?

Every aspect of your application is checked for accuracy and completeness – even the postcodes.

You would be surprised how many people input their date of birth incorrectly. So we really appreciate your help in completing the application as fully and as accurately as you possibly can first time round.

This will ensure you receive your clearance quickly and there are no delays because we have to come back to you to request missing or additional information.

You may find it easier to fill in a hardcopy of the form and then use this to enter the data into the online form. This hardcopy is for your personal use only to help you to complete the application form online. It should be stored or disposed of securely when you have finished using it.
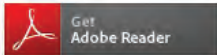
A hardcopy of the form (Adobe Reader) can be downloaded from:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303405/20140325-Form_NSV001-U.pdf

Getting started
What do you need to know about the system before you begin?

We are in the process of updating our system. Here are some technical tips and hints to help you avoid any unnecessary problems:

Use the preferred browsers: Internet Explorer 8 (32bit) or Google Chrome. Safari, Firefox and some other browsers may work but they are not recommended. The use of an incompatible browser is one of the most common reasons why applicants can't log on to the system.

Use the preferred operating system: the online system was configured to use Windows XP. Although Android systems and Apple products may work with it, they are not as reliable as Windows XP and if you want to avoid problems with logging in, submitting and saving your data then Windows is recommended.

Save: We would advise you to regularly save the application as you are working on it. The application form will time-out if left idle for too long.

The Green Tick: A green tick will appear on the left hand navigation bar when a section is complete.
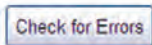
Check for Errors button: If you use the Check for Errors button it will highlight where there is missing data or formatting errors preventing completion.

Getting started
What do you need to know about the system before you begin?

Supervisors section
The HM Forces Employment and Government Employment sections are linked to the Supervisors section. They will not validate UNLESS the Supervisors section is fully populated.

National Insurance numbers
Your National Insurance number must be entered without spaces.

Hyphens, apostrophes, special characters are to be avoided in any of the data entry fields e.g enter 'O'Connor' as oconnor or Stoke-on-Trent as stokeontrent.

Postcodes
Postcodes have to be entered and postcode look up software is provided on all the address fields in the application form. Remember to include the space in the postcode. Please use the software as the provision of the right postcodes will speed up the processing of your application.

Overlapping Dates
The system is designed to identify time gaps. In any of the sections where a date is required for a table, the dates given have to cover all the time periods e.g. From January to June has to be followed by From June to December. The 'From' date has to match the previous 'To' date exactly.

Additional Information
If you have any gaps in your employment history then please explain them in the 'Add additional information' box.

Remember!
Complete the Supervisor section fully

Vetting Statement ⓘ

Details ⓘ

Address Details ⓘ

Contact Details ⓘ

Marital Status ⓘ

Partner Details ⓘ

Parent Details ⓘ

HM Forces Employment ⓘ

Government Employment ⓘ

Employment ⓘ

Supervisors ⓘ

Criminal Convictions ⓘ

Security Information ⓘ

Other Information ⓘ

Previous Clearances ⓘ

Declaration ⓘ

Submit Form

Save and Exit

Security Clearance Questionnaire

Welcome

Please take the time to complete this questionnaire carefully. If you make mistakes, it may delay your security clearance.

It is especially important that names are spelt correctly and the dates of birth are accurate.

Browser Navigation buttons should not be used whilst completing this form. For example using the 'Back' button or the 'Backspace' key (except when amending mistakes in fields) will cause you to exit the form and lose any unsaved data.

If you have any problems while you are completing this e-form, e.g. the information you require to enter is not in a drop-down list, please advise your sponsor who will contact the NSV to resolve the issue.

For additional information please review the DBS NSV vetting information leaflet

Helpful Pointers

If a field has a red asterisk *, it is mandatory. You MUST complete it, either by typing the information or, where a drop-down list is provided, by selecting the appropriate answer.

If you hover your mouse pointer over a field for a second or so a tool-tip will appear for some fields containing relevant instructions.

By clicking "Check for Errors" you can validate that the page has been successfully completed. You will see a green tick ✔ appear when the page is complete without errors.

A blue information icon ⓘ shows that there is still work required to complete the section.

Any errors for the current section will appear in a list on the right hand side of the page. Clicking on an error in the list will take you to the question with the error in most cases.

You can save the form at any time and return to it later by clicking "Save and Exit".

Working with the online system
Some critical sections of the application form

It's worth reading this page thoroughly before you begin. Our guide follows the structure of the sections outlined above but you can complete the application form in any order you choose.

💡 This is worth using – [Check for Errors]

If you use the Check for Errors button it will highlight where there is missing data or formatting errors preventing completion.

Welcome

Vetting Statement ⓘ

Details ⓘ

Address Details ⓘ

Contact Details ⓘ

Marital Status ⓘ

Partner Details ⓘ

Parent Details ⓘ

HM Forces Employment ⓘ

Government Employment ⓘ

Employment ⓘ

Supervisors ⓘ

Criminal Convictions ⓘ

Security Information ⓘ

Other Information ⓘ

Previous Clearances ⓘ

Declaration ⓘ

[Submit Form]

[Save and Exit]

[Check for Errors]   [Save this Section]

Your Details

Surname (Now): *   [   ]

Surname (Birth): *   [   ]

Title (Mr, Ms, Dr etc.): *   [Select.. ▼]

Sex: *   ○ Male   ○ Female

Full Forename(s): *   [   ]

Country of Birth: *   [   ]

County of Birth: *   [   ]

Town of Birth: *   [   ]

Date of Birth: *   [   ]

Do you have a UK National Insurance Number? *   ○ Yes ○ No

Has your surname changed at any time since birth? *   ○ Yes ○ No

14

Working with the online system
Your Details

If you have an additional title which is not listed here, you can add it in under 'Add Additional Information'.

Give your full forenames as they are recorded on your birth certificate including any middle names.

Check for country v county!
(A very common error)

Place of Birth

Registration District = **County** of Birth on application form.

On some birth certificates this County title has been changed. Please provide the most up to date title.

Registration Sub-district = **Town** of Birth on application form.

Present Nationality: *

From: *   Select... ▼ Select... ▼

Do you have any other nationalities or citizenships   ⦿ Yes ○ No
(past or present)? *

Please enter all past and present nationalities and citizenships. Dual nationality can be indicated by entering another 'CURRENT' nationality.

Nationality or Citizenship	Former or Current	From (mm/yyyy)	To (mm/yyyy)	Country	
Select...	Select...	Select... / Select... ▼	Select... / Select... ▼		Delete

Add Previous Nationality/ Citizenship

If British naturalised, give number & date of certificate: (Please note that this is not a birth certificate number)

Certificate Number:

Certificate Date:

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

Add Additional Information   Click here if you would like to
                                  add additional open-ended
                                  information related to this
                                  section

16

Working with the online system
Details

If you have held a British passport from birth then the date you became a British National is your date of birth.

If you are unsure whether you have any other nationalities or citizenships follow this (Adobe Reader) link to the Border Agency: https://www.gov.uk/dual-citizenship

If you do have a Certificate and a number please enter it here (not everyone does).

Please add in any information that you think might be relevant here – it will speed up the processing of your application.
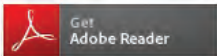
Get Adobe Reader

Vetting Statement 🛈
Details 🛈
Address Details 🛈
Contact Details 🛈
Marital Status 🛈
Partner Details 🛈
Parent Details 🛈
HM Forces Employment 🛈
Government Employment 🛈
Employment 🛈
Supervisors 🛈
Criminal Convictions 🛈
Security Information 🛈
Other Information 🛈
Previous Clearances 🛈
Declaration 🛈

Submit Form

Save and Exit

Address Details

Your Addresses

Pick Address Category: *   Select... ▾

Current/Previous: *   ○ Current ○ Previous

From: *   Select. ▾   Select. ▾

> Click this button to add an address which covers a period of your whereabouts within the last 5 years.

Cancel   Add Address

Working with the online system
Address details

Please utilise the **postcode finder** to help you with the postcodes. Every single address throughout the application form is checked and your application may be rejected if this information is incomplete or inaccurate.

After you have input each address remember to click on the 'Add Address' button.

Welcome

Vetting Statement ⓘ
Details ⓘ
Address Details ⓘ

Contact Details

Contact Details ⓘ
Marital Status ⓘ
Partner Details ⓘ
Parent Details ⓘ
HM Forces Employment ⓘ
Government Employment ⓘ
Employment ⓘ
Supervisors ⓘ
Criminal Convictions ⓘ
Security Information ⓘ
Other Information ⓘ
Previous Clearances ⓘ
Declaration ⓘ

Your Contact Details

If we wish to contact you, do you wish to be contacted at: ⦿ Home ○ Work

Home Telephone: *

Work Telephone:

Ext:

Military Dialling Code:

Mobile: *

Email Address:

| Submit Form |

| Save and Exit |

Please enter your work address:

Name of Employer:

Pick Address Category: Select... ⌄

20

Working with the online system
Contact details

Please provide postal addresses and all your email contacts as well as your telephone contact details to speed up the process.

We may have to send you hardcopy application forms or request you to provide confidential information. You may prefer not to discuss this information openly over the telephone.

For MOD Subjects using the **Dii network** please be aware that the system will not accept the short version of your email address. Only email addresses which include an @ symbol are valid.

Vetting Statement
Details
Address Details
Contact Details
Marital Status
Partner Details
Parent Details
HM Forces Employment
Government Employment
Employment
Supervisors
Criminal Convictions
Security Information
Other Information
Previous Clearances
Declaration

Submit Form

Save and Exit

Marital Status

Confirm Marriage/Divorce Details

Are you currently or have you previously been (a) married or (b) registered a civil partnership under the Civil Partnership Act 2004?   ○ Yes ○ No

Are you currently living with a partner?   ● Yes ○ No

Please provide date of commencement of cohabitation (mm/yyyy):

Select... ▾ Select... ▾

Add Additional Information

Working with the online system
Marital status details

The term Partner applies both to your spouse and/or to someone with whom you are living and have a committed relationship.

This is the date when you first started to live together.

Vetting Statement ⓘ

Details ⓘ

Address Details ⓘ

Contact Details ⓘ

Marital Status ⓘ

Partner Details ⓘ

Parent Details ⓘ

HM Forces Employment ⓘ

Government Employment ⓘ

Employment ⓘ

Supervisors ⓘ

Criminal Convictions ⓘ

Security Information ⓘ

Other Information ⓘ

Previous Clearances ⓘ

Declaration ⓘ

Submit
Form

Save and Exit

Partner Details

Details About Your Current and Former Partners

Current or Former:	Select...
Title (Mr, Ms, Dr etc.): *	Select...
Surname (Now): *	
Surname (Birth): *	
Sex: *	○ Male ○ Female
Full Forename(s): *	
Country of Birth: *	
County of Birth: *	
Town of Birth: *	
Date of Birth: *	
Date of Adoption (dd/mm/yyyy):	
Date of Death (if applicable):	

Working with the online system
Partner details 1

You will be asked to provide the same level of personal detail about your current and/or any former Partners (living with/committed relationship) over the previous three years as you do about yourself.

If you do not have access to all the dates/information you need about former Partners' there is a check box you can use to indicate this.

Date of Death (if applicable): if you don't know the exact date you can provide an approximate date here if it helps e.g if your Partner/former Partner died in the Summer of 2010, then you can give 1st July 2010 as the date of death.

Continued...

If British naturalised, give number & date of certificate. (Please note that this is not their birth certificate number)

Certificate Number:

Certificate Date:

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

Please provide address details for this partner/former partner which cover the past five years, including periods of no fixed abode and periods abroad.

Use the 'Add Address' button to add past addresses to the list.

Is your partner's current permanent address the same as your own?

○ Yes ○ No

Category From To Address Summary
No Addresses Added

Add New Address

Add Additional Information

Working with the online system
Partner details 2

Partner's current address:

Even if your Partner has died in the last five years, for National Security Vetting purposes we still need their last known residential address.

If you don't have the last known residential address then please tell us in the 'Add Additional Information' section.

Welcome

Vetting Statement

Details

Address Details

Contact Details

Marital Status

Partner Details

Parent Details

HM Forces Employment

Government Employment

Employment

Supervisors

Criminal Convictions

Security Information

Other Information

Previous Clearances

Declaration

Submit Form

Save and Exit

Parent Details

Details About Your Parents

Select Parent Type:	Select ▾
Tick here if the details for this parent are not fully known:	☐
Title (Mr, Ms, Dr etc.): *	Select
Surname (Now): *	
Surname (Birth): *	
Sex: *	○ Male ○ Female
Full Forename(s): *	
Country of Birth: *	
County of Birth: *	
Town of Birth: *	
Date of Birth: *	
Date of Death (if applicable):	

28

Working with the online system
Parent details 1

You are asked to provide details about ALL your Parents: Natural (birth) Parents, Adoptive Parents, Foster Parents, Step-Parents and any Legal Guardians. We do appreciate this can be a difficult section as you must include information about your Parents' Partners i.e. if your Parent has remarried or is living with someone you may not think of them as a Parent but we still need their details.

Tick here if details for this Parent are not known: we understand that you may not know all this information for some parents. e.g if you were adopted at birth you may not have any information about your birth Parents. Try to find out and tell us as much as you can. Let us know in the 'Add Additional Information' section why some details are missing.

Date of Death (if applicable): if you don't know the exact date you can provide an approximate date here if it helps e.g. if your Parent died in the Autumn of 1988, then you can give 1st October 1988 as the date of death.

Continued...

Present Nationality: *

Does this parent have any other nationalities or citizenships (former or current)? *   ○ Yes ○ No

If British naturalised, give number & date of certificate. (Please note that this is not their birth certificate number)

Certificate Number:

Certificate Date:

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

Parent's Current Address

Pick Address Category: Select... ▼
From: *   Select...   Select...

Add Additional Information

Cancel   Add Parent

Check for Errors   Save this Section

Working with the online system
Parent details 2

Parents current address: even if your parent has died, for National Security Vetting purposes we still need their last known residential address if you have it.

If you don't have the last known residential address then please tell us in the 'Add Additional Information' section.

Window 1 (back):

Submit Form

Save and Exit

HM Forces Employment

Employment in HM Forces

Are you now,

Are you curre

Dates of serv

From:

Rank now or

Service (RN/

Service Numb

Add Additiona

Window 2 (front):

Submit Form

Save and Exit

Government Employment

Employment in HM Government

Are you now, or have you ever been a member of the following?   ○ Yes ○ No

. British Energy   . Nuclear Decommissioning Authority
. Canberra UK   . National Nuclear Laboratory
. Centronic   . NUVIA
. Civil Nuclear Constabulary   . Police Forces
. Devolved Administrations   . Sellafield Ltd
. Direct Rail Services Ltd   . RSRL (Harwell and Winfrith)
. Dounreay Site Restoration Ltd   . Springfield Fuels Ltd
. EDF Nuclear   . Studsvik (Gateshead)
. Enrichment Technology UK (Marlow, Capenhurst)   . UK Government Departments and Agencies
. GE Healthcare   . UKAEA
. Geodis   . Urenco

Working with the online system
HM Forces and Government Employment details

These two sections are linked to the Supervisors section later in this guide. You will not get a 'green tick' and be able to complete these sections UNLESS the Supervisors section is fully populated and the dates provided match.

Welcome

Vetting Statement ⓘ [Check for Errors]   [Save this Section]

Details ⓘ

Address Details ⓘ ## Employment

Contact Details ⓘ

Marital Status ⓘ **Your Employment History**

Partner Details ⓘ

Parent Details ⓘ

HM Forces Employment ✓

Government Employment ⓘ

Employment ⓘ

Supervisors ⓘ

Criminal Convictions ⓘ

Security Information ⓘ

Other Information ⓘ

Previous Clearances ⓘ

Declaration ⓘ

[Submit Form]

[Save and Exit]

Pick Employment Category: PREVIOUS ▾

Dates attended:

From: *   Select... __   Select...
To: *   Select... ▾   Select...

Name of Employer: *   [_____]

Your Job Title: [_____]

Your Grade/Rank: [_____]

Please enter the following details for your immediate supervisor:

Surname: *   [_____]

Forename(s):   [_____]

Working with the online system
Employment history

Full CURRENT details have to be provided including current address and telephone numbers. This is because as part of the National Security Vetting process we may contact your Supervisor(s) to ask about you.

If you worked through an agency, we will need the name of the person that you reported to within your place of work as well as the agency details.

If you are a Contractor you will have to provide employment information for the previous 5 years.

Vetting Statement ⓘ

Check for Errors   **Save this Section**

Details ⓘ

Supervisors

Address Details ⓘ

Contact Details ⓘ

Your Supervisors

Marital Status ⓘ

Partner Details ⓘ

Parent Details ⓘ

Are you currently serving in HM Forces, Reserve or HM Government or have done so in the last 5 years?

HM Forces Employment ✓

Government Employment ⓘ

◉ Yes ○ No

Employment ⓘ

Supervisors ⓘ

Criminal Convictions ⓘ

Security Information ⓘ

Please give details of your immediate supervisor/line manager in each posting in HM Forces/Reserve/Government service in the last 5 years, giving the most recent first. The immediate supervisor/line manager is the person who directly supervised you and saw you most frequently in each posting; for service personnel it must be someone of Petty Officer/SNCO rank or above.

Other Information ⓘ

Previous Clearances ⓘ

Declaration ⓘ

From   To   Supervisor's Post   Supervisor's Surname   Status

No Supervisors Added

Submit Form

Add New Supervisor

Save and Exit

Check for Errors   **Save this Section**

Working with the online system
Supervisor details

Remember this section must be fully completed for the HM Forces Employment and Government Employment section to get a 'green tick'.

Full CURRENT details have to be provided including current address and telephone numbers. This is because as part of the National Security Vetting process we may contact your Supervisor(s) to ask about you.

If you worked through an agency, we will need the name of the person that you reported to within your place of work as well as the agency details. If you are a Contractor you will have to provide employment information for the previous 5 years.

Beware overlapping dates - the dates given have to cover all the time periods The 'From' date has to match the previous 'To' date exactly. e.g. From January to June has to be followed by From June to December.

If you have any gaps in your employment history then please explain these in the 'Add additional information' box.

Vetting Statement ⓘ

Details ⓘ

Address Details ⓘ

Contact Details ⓘ

Marital Status ⓘ

Partner Details ⓘ

Parent Details ⓘ

HM Forces Employment ⓘ

Government Employment ⓘ

Employment ⓘ

Supervisors ⓘ

Criminal Convictions ⓘ

Security Information ⓘ

Other Information ⓘ

Previous Clearances ⓘ

Declaration ⓘ

[Submit Form]

[Save and Exit]

[Check for Errors] [Save this Section]

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'. 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 be taken into account where national security is concerned. In Northern Ireland, spent convictions may also be taken into account where protecting public safety or public order is involved. You must reveal all convictions, whether or not spent, under the legislation.

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.

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 understood these instructions. ☑

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

Have you ever been:

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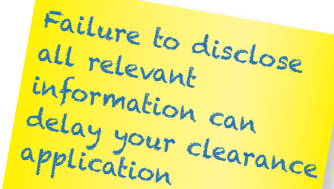
○ Yes ○ No

Working with the online system
Criminal convictions

You **must declare** all Criminal Convictions both Spent and Unspent (except parking and speeding offences) in any country no matter how long ago they were and how trivial you may think they are. It is often the failure to disclose, not the information itself, that is detrimental to applications and which could lead to security clearance being refused.

Your responses will be checked against the National Criminal Records Database which is why they need to be 100% accurate. If your details don't match the Database this will delay your clearance.

Tick to confirm you have read and understood these instructions.

Failure to disclose all relevant information can delay your clearance application

NSV Contacts – and other useful links

Guidance for Sponsors and Subjects is available at:
https://www.gov.uk/security-vetting-and-clearance#overview

The application forms required for clearance are available at:
https://www.gov.uk/government/collections/national-security-vetting#forms

Information about the technical requirements is available at:
https://www.gov.uk/government/collections/national-security-vetting#information

Updates on the National Security Vetting process are available at:
https://www.gov.uk/government/collections/national-security-vetting#publications

If your Subject already has clearance details on how to transfer it are available here:
https://www.gov.uk/government/publications/transfer-request-form

DBS-NSV Enquiry Centre
Email: DBS-NSV-CustomerEnquiries@mod.uk

Telephone: 01904 66 2644 (Mil: 94777 2644).

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