



Ministry  
of Defence

DBS NSV Vetting Form 101 (July 2015)

All boxes must be completed

Request to Transfer\* /Share\* /Extract\* a National Security Clearance

(\*Tick as required)

**1. REQUESTED BY:**

Name of Organisation

Address Line 1

Address Line 2

Town

County/Region:

Postcode:

Contact Name:

Sponsor ID:

Telephone No:

Fax No:

E-mail Address:

Level of Clearance Required:

CTC

SC

DV

Additional Certificates Required

NATO Secret:

Cosmic Top  
Secret:

EU

**2. CLEARANCE TO BE TRANSFERRED FROM / SHARED WITH (if applicable):**

Organisation:

Address Line 1:

Address Line 2:

Town:

County/Region:

Postcode:

**3. DETAILS OF VETTING SUBJECT:**

Surname:

Forename(s):

Previous Surname  
(if any):

Date of Birth:

Place of Birth:

Staff/Service No (if any):

Nationality

Rank/Grade (if any):

**4. CURRENT CLEARANCE DETAILS:**

Reference No:

Level:

CTC

SC

DV

NATO Secret

Cosmic Top Secret

Date Issued:

Expiry Date:

If applicable, the date on which the subject left/is leaving the employment of the organisation at Section 2:

**5. NEW EMPLOYMENT TYPE (if applicable):**

<b>Navy / Marine - Please Select</b> <input type="checkbox"/>	Tick if Military Service will be as a Reservist <input type="checkbox"/>	<b>MOD Civilian</b> (including trading funds, AWE directly-employed staff) <input type="checkbox"/>	<b>Other</b> (please detail below) <input type="checkbox"/>
<b>Army</b> <input type="checkbox"/>		<b>List X direct employee<sup>1</sup>:</b> <input type="checkbox"/>	
<b>RAF</b> <input type="checkbox"/>		<b>List X indirect subcontractor:</b> <input type="checkbox"/>	

Other – Details

<sup>1</sup>Only select 'List X Direct Employee' if the vetting subject is on your payroll as a *direct* employee of your company. If your company is paying them to carry out work as a subcontractor or a consultant, tick the appropriate box.

**6. VETTING SUBJECT'S PERSONAL CIRCUMSTANCES:**

The sponsor (Section 1) submitting the request is responsible for checking whether there have been any changes in the vetting subject's personal circumstances, since their last vetting application, that might affect the status of the clearance that they currently hold.

Has the subject resided overseas for more than six months in the past year? Yes  No

If 'yes', please state briefly below the length of time spent abroad, where the subject resided and the circumstances (were they overseas because of work and, if so, who was their employer?)

Since the subject last completed a security clearance application form, has there been any relevant change in their personal circumstances (e.g. marriage, civil partnership, cohabitation or (DV only) change of co-residents)? Yes  No

If 'yes', have they reported it via a Change of Personal Circumstances form (NSV 004)? Yes  No  N/A

\* If you answer 'No' to this question, please ask the subject to complete Form NSV 004 and submit it with DBS NSV Vetting Form 101 (Mar 2013). We will not be able to action the transfer request until Form NSV 004 is received.

Sponsor Signature:

Date:

**Notes:**

1. **Completing the form.** This form is not to be completed in manuscript. It must not be altered in any way and all applicable boxes must be completed.
2. **Current Clearance Details.** If it has not proven possible to obtain all the required clearance details (when the clearance is held with another Government department), then please specify the holder and NSV will source this information as part of the Transfer process.
3. **Authorisation.** The sponsor signature block is for electronic completion and must be completed by the authorised sponsor for their site.
4. **Definitions:**

Transfer:	When a vetting subject leaves one MOD organisation and joins another, including List X to List X/non-List X; HM Forces Regular to Reserve; new MOD employee known to hold a clearance issued by another Government department.
Share:	When an existing entitlement can be jointly used for more than one employment (e.g. HMF Reservist and MOD civilian/contractor).
Extract:	When a lower level entitlement is extracted from a redundant higher level clearance (SC from DV, CTC from SC) within 12 months.

5. **Submission.**

Submit this form to NSV, using the submit button below.

By prior agreement and in exceptional circumstances hard copies may be accepted.

\* The MOD cannot accept liability for the protection of personal data from unauthorised disclosure if transmitted over the Public Service Domain (e.g. Internet). If you have access to secure Government networks (RLI/GSI/DII), it is recommended that you e-mail the completed form by that route.