



# Sponsor VSI Guide

## How to request a Vetting Status Information (VSI) Check

The Vetting Status Information (VSI) facility will allow you to check clearance information via a self-service route on both the RLI/ALI/PSN and Internet portal. You should use the VSI facility to obtain clearance details **prior** to contacting the UKSV Enquiry Centre. The following communication provides you with a step-by-step guide on how to request a VSI check.

To conduct a VSI check, you will require a minimum of the clearance holders **Forename**, **Surname** and **Date of Birth**. However, inclusion of their **National Insurance Number** will increase your chances of a successful response by 80%. DO NOT include the employee number or service number. If this is entered but is not noted on the original file it will prevent you from receiving a successful result. Once you have obtained this information, please follow the steps below.

**Step 1**– Log into your portal account and select the '**VSI Requests**' tab at the top of the page. Then click on '**Request new VSI**'.

**STEP 2** – To optimise your search results, input the required information for the mandatory fields- **First Name**, **Surname** and **Date of Birth** and include the **National Insurance Number**, then click 'Create'.

Home New Subject Other Services **VSI Requests** My Account Help Logout

VSI Requests

**Request new VSI**

Please provide details of a person you require information about. Mandatory fields marked with \*

**First name \***

**Surname \***

**Date of Birth \***

NI number

Employee number

Service number

**Back** **Create**



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## Guidance on VSI Results

The VSI Facility will return one of the 3 responses below:

- **FOUND** – a match has been found and the clearance information can be located in the details link
- **NOT FOUND** - no match for the information provided. There is no record held for this individual. When you receive this search result, double check the search criteria you have entered to ensure this is correct. The details you conducted the check on will remain available for 7 days after the search has been completed.
- **CONTACT VETTING PROVIDER** – there may be multiple matches based on the information you have provided. If this result is received, please contact the UKSV Enquiry Centre for assistance. **Please Note:** you may be asked for additional information in order to ascertain the correct clearance and will be required to provide your sponsor id before any information can be given.
- **LIST** – clicking on the ‘Details’ link will display the following information held for the clearance holder:
  - Level of clearance
  - When the clearance was issued and;
  - When the clearance is due to expire.

The VSI information will only remain available for a period of 5 days before being deleted.

## PLEASE NOTE:

To avoid a result of Contact Vetting Provider where possible, please ensure that you conduct the VSI check prior to submitting any other service requests for the subject e.g. Transfers/NATO.

For further information on the VSI facility and how to submit a request, please see the link below and navigate to the ‘Vetting Status Information (VSI) Request Screen’ on the contents page.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/778866/NSVS\\_Portal\\_Guidance\\_Notes\\_SPONSOR\\_V2.2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/778866/NSVS_Portal_Guidance_Notes_SPONSOR_V2.2.pdf)