



Ministry of Defence

Defence Business Services
National Security Vetting

DV Completing your Security Clearance Application

A Guide for Subjects

The image displays a stack of overlapping screenshots from the Security Clearance Application form. The visible sections include:

- Contact Details:** Includes fields for name, address, and contact information.
- Marital Status:** Includes a section for confirming marriage or divorce details.
- HM Forces Employment:** Includes a section for employment in HM Forces or Reserves.
- Government Employment:** Includes a section for employment in HM Government, with a list of organizations to select from, such as British Energy, Canbera UK, Centronic, Civil Nuclear Constabulary, Devolved Administrations, Direct Rail Services Ltd, Downreay Site Restoration Ltd, EDF Nuclear, Enrichment Technology UK (Marlow, Capenhurst), GE Healthcare, Geodis, Nuclear Decommissioning Authority, National Nuclear Laboratory, NINVA, Police Forces, Sellafield Ltd, RSRL (Harwell and Winfrith), Springfield Fuels Ltd, Studsvik (Gateshead), UK Government Departments and Agencies, and Urenco.

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.**



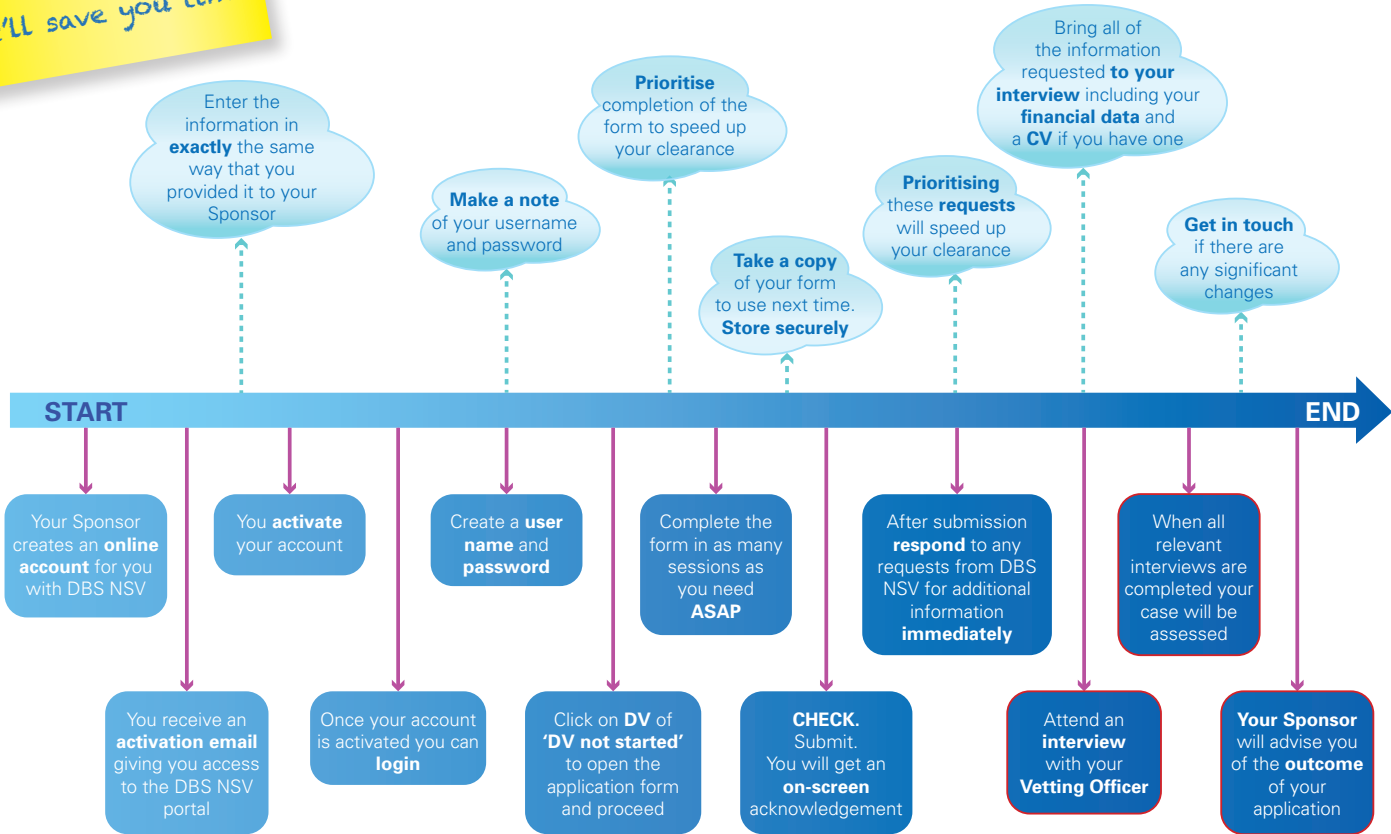
We would recommend that you disclose all the information which you feel is relevant to your application. It is often the failure to disclose, not the information itself, that is detrimental to applications and which could lead to security clearance being refused. The most common cause of delay is incomplete or incorrect information.



We very much appreciate your co-operation.

Have all your information ready before you begin.
It'll save you time

Security Vetting Journey...



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 DV security clearances are targeted to be completed in 95 days. However this process may take longer if, for example, it is difficult to arrange interviews. You should contact your Sponsor with this or any other queries.

Help us to help you
- complete your
application ASAP

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 previous UK or overseas addresses for the last 10 years including university, military and temporary accommodation.
- Your cohabiting Partners' details for the last 3 years including information about 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.
- Information about any your brothers and sisters aged 18 and over (including any half or step siblings)
- Your Partner's parents details to the same level of detail as your own parents
- Details of any Co-Residents aged 18 or over who live with you e.g. lodgers; au-pairs; children who are at University during term time and return home during the holidays
- Details of any previous employment with HM Forces and HM Government/ government departments /agencies. Your current and past employment history for the previous 10 years (including dates of service and Supervisors' details) where you were not employed by Her Majesty's Government or in the Armed Forces.
- A record of any Full Time education undertaken in the previous 5 years
- Details of 3 Character referees who must have collectively known you for 10 years
- Any criminal convictions (spent and unspent)
- A complete record of your finances and those of your Partner including information about your properties; your savings and other assets; mortgages/secured loans linked to your properties; loans; credit cards; your monthly household income and outgoings

Preparation

What personal information should you have ready before you begin?

If there are any significant changes while your application is being processed tell us immediately.

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 we are able to process your application quickly and there are no delays because we have to come back to you to request missing or additional information.

If you know your personal circumstance are going to change soon, fill in the application as if this change has already taken place as it will save time e.g. if you are planning to move in with your Partner in the next 6 months, fill in your Partner's details and your Partner's Parents details.



If there is a significant change while your application is being processed e.g. change of Partner, new Supervisor, or new Co-Residents, please inform us as it will speed up the process.

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/303407/20140325-Form_NSV002-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.



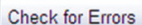
Use the preferred operating system: the online system was configured to use Windows XP. Although Android systems and Apple products may work with it, they are not as reliable as Windows XP and if you want to avoid problems with logging in, submitting and saving your data then Windows is recommended.



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.

The image shows a blue button with the text 'Check for Errors' in white.

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.



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Save and Exit

1 Security Clearance Questionnaire

1 Welcome

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

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

1 **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.**

1 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.

1 For additional information please review the [DPS NSV vetting information leaflet](#)

1 Helpful Pointers

1 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.

1 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.

1 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.

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

1 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.

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

When all sections are complete and without errors you will be able to submit the form by clicking the "Submit Form" button. You will not be able to edit the form after you have submitted it.

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.

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Save and Exit

Your Details

Surname (Now): *

Surname (Birth): *

Title (Mr, Ms, Dr etc.): *

Sex: *

Full Forename(s): *

Country of Birth: *

County of Birth: *

Town of Birth: *

Date of Birth: *

Do you have a UK National Insurance Number? *

Has your surname changed at any time since birth? *

Have your forename(s) changed at any time since birth? *

Select... 

Male Female

Yes No

Yes No

Yes No

Check for Errors

Save this Section

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)

1 & 2 ELIZ. 2 CH. 20

R.B.D.

CERTIFICATE OF BIRTH

Name and Surname _____

Sex _____

Date of Birth _____

Place of Birth { Registration District _____
Sub-district _____

I, GWYNETH G. POWELL Registrar of Births and Deaths for the Sub-district of _____ do hereby certify that the above particulars have been compiled from an entry in a register in my custody.

Witness my hand this _____ day of _____ 19 _____.

CAUTION — Any person who (1) falsifies any of the particulars on this certificate, or (2) uses a falsified certificate as true, knowing it to be false, is liable to prosecution.

Gwyneth G. Powell
Registrar of Births and Deaths.

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.

This section of questions seeks details of your present and former Nationality. If applicable you must provide full details of the date of naturalisation or when you took up residency in the UK. If naturalised, please ensure that you provide details of your current and previous nationality details.

Present Nationality: *

From: *

Do you have any other nationalities or citizenships (past or present)? *

 Yes No

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			
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text"/>	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

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.



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Save and Exit

Address Details

Your Addresses

Pick Address Category: *

Select... ▼

Current/Previous: *

Current Previous

From: *

Click this button to add an address which covers a period of your whereabouts within the last 10 years.

Select... ▼

Select... ▼

[Cancel](#)

[Save Address](#)

Check for Errors

Save this Section

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 **'Save Address'** button.

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Submit
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Save and Exit

1 Contact Details

1

1 Your Contact Details

1

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:

Please enter your work address:

Name of Employer:

Pick Address Category:

Working with the online system

Contact details

● Please provide postal addresses and all your email contacts as well as your telephone contact details so we can get in touch with you as quickly as possible if we need to.

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.

We can also arrange to interview you at a location near to your work instead of visiting you at home and this will also speed up the process.

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.

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Save and Exit

1 Marital Status

1 Confirm Marriage/Divorce Details

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

1 Are you currently living with a partner? Yes No

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

1

1 [Add Additional Information](#)

Check for Errors

Save this Section

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.

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Submit
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Save and Exit

1 Partner Details

2

1 Details About Your Current and Former Partners

3

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):

Occupation: *

Does your partner hold a National Security Vetting Clearance (Developed Vetting, Security Check or Counter Terrorist Check)? *

Check for Errors

Save this Section

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](#)

Check for Errors

Save this Section

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.

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Save and Exit

1 Parent Details

1 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):

Occupation: *

Has this parent's surname changed at any time since birth? *

Yes No

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...

You will also have to provide this information for your Partner's Parents

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](#)

[Save 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.

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1 Co-Residents

1 Do you live with any co-residents? *

1 Yes No

1 Please give details of anyone aged 18 or over living with you in shared accommodation (e.g. lodgers, au-pairs, flat-mates, etc). You need not enter details of your partner or of anyone you have already included in this questionnaire. Do not enter details of those who live in the same hostel or shared Service accommodation.

Forename(s)	Surname	Status		
John	Smith	Complete	Delete	Edit

1 [Add Co-Resident](#)

Check for Errors

Save this Section

Working with the online system

Co-Residents

- Remember to include any children over 18 e.g. children who are currently at University and who return home in the holidays.

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Submit Form

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Check for Errors

[Add Additional Information](#)

1 HM Forces Employment

1 Employment in HM Forces

Are you now, or have you ever been a member of HM Forces or Reserves?*

Yes No

Are you currently employed in HM Forces or Reserves?

From:

Rank now or on entry:

Service (RN/RM, etc.):

Service Number:

Submit Form

Save and Exit

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1 Government Employment

1 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)
Downreay 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
Horizon Nuclear Power	VT Nuclear Services
Imperial College Reactor Centre	WH Bowker
International Nuclear Services (Warrington)	The Civil Aviation Authority

Submit Form

Save and Exit

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.



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1 Employment

1 Your Employment History

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):

Job Title:

Grade/Ranks: *



Check for Errors

Save this Section

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 10 years.

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Supervisors

Your Supervisors

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

Yes No

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.

From	To	Supervisor's Post	Supervisor's Surname	Status
------	----	-------------------	----------------------	--------

No Supervisors Added

[Add New Supervisor](#)

Check for Errors

Save this Section

Submit
Form

Save and Exit

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.

Please provide your Supervisors full name including their forenames (not their nickname) as it will help us to locate them much more quickly.

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 10 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.

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1 Your Character Referees

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Please give details of a minimum of three referees (**NOT RELATIVES OR PARTNERS AND PREFERABLY NOT SUPERVISORS OR EMPLOYERS**) who, collectively, must have known you well over the past 10 years. At least one of the referees should be someone in your own age group. They should preferably be British citizens (but this is not obligatory) and, since it may be necessary for them to be interviewed, they must be able to make themselves available for that purpose in the UK or in a major military base overseas. **You should tell your referees that you wish to put their name forward.**

Referees should between them cover each specific area in which you have lived during this period: thus additional referees should be named if you have moved frequently during the last 10 years. It is not sufficient to nominate someone you know officially or professionally, such as a doctor, unless you know them socially as well. Similarly, staff members of a school, college or university should not be chosen unless they are close personal friends. Referees should include a person (not a partner), who knows you well in your home environment and ideally someone (other than a supervisor or employer) who knows you well in the work environment.

Referee's Forename(s)	Referee's Surname	Status
-----------------------	-------------------	--------

No Referees Added

[Add Referee](#)

Check for Errors

Save this Section

Working with the online system

Character Referees

We are looking for character referees who know you well, not in an official or professional capacity. For example you could nominate your GP but only if they know you personally as well. Your referees could be your peers. Individually they do not have to have known you for a continuous period of 10 years but the people you nominate collectively will have to cover a 10 year period. e.g. you may nominate 3 people, one who knew you for the first 4 years, another for 2 years and another for the remaining 4 years.

Your Partner's relatives cannot act as referees.

We will need to contact your character referees to arrange to interview them. Please check with them where they prefer to be interviewed (home or work) and provide their full names including their forenames, current addresses, **mobile and landline** telephone numbers and email addresses if you have them. The more information we have the sooner we will be able to contact them.

Full and accurate contact details are essential and will speed up the process

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Are you currently or have you ever been a habitual user of addictive substances (e.g. drugs or alcohol)?

Yes No

Are you currently a habitual user of addictive substances (e.g. drugs or alcohol)?

Yes No

Are you aware of the following information?

Yes No

Some of the information provided in this declaration may be used for the purpose of a security clearance assessment.

Please provide your consent to the following information:

Do you have a hospital specialist?

Yes No

In some cases, it may be necessary to consult your doctor and you may be asked to attend a medical examination. Any enquiries will be conducted by the DBS NSV's Vetting Medical Adviser (VMA), an approved Occupational Health Organisation (OHO) or Medical Officer (MO), such as BMI Health Services, or approved Medical Officer (MO). In all but the most exceptional circumstances, these reports will not be made available to Departmental Security Officers, Personnel Officers or to Line Management. Exceptionally, a medical report may need to be seen by an appropriate senior person in your vetting authority in order to help reach a proper assessment of your suitability to hold a security clearance. This may or may not include access to your full medical records. In such cases, you will be asked to give your consent for this to be done.

By signing the declaration, you will be giving your consent, under the terms of the Access to Medical Reports Act 1988, for the VMA/OHO/MO to obtain a medical report from your doctor or other specialist, if this is considered necessary. Under the terms of the Act, you have the right to withhold your consent at any stage in the process, but you should be aware that this could mean it is not possible to grant or renew your security clearance.

Once you have given your consent, you have the right to see the medical report before it is supplied to the VMA/OHO/MO. The VMA/OHO/MO will write to tell you that they have requested a report, and you will have 21 days from the date of their letter in which to ask your doctor or other specialist to let you see the report before it is forwarded to them. Your doctor or other specialist will tell you if you cannot see any part of the report for professional medical reasons. If you are given access to your report, it will not be forwarded to the VMA/OHO/MO until you give their consent.

If you think any information in the medical report is incorrect or misleading, you can ask in writing for it to be amended. You should note that if your doctor or other specialist does not accept the information as incorrect or misleading, they do not have to make any amendment. They will however invite you to prepare a written statement on the disputed information, which will be attached to the medical report when it is sent to the VMA/OHO/MO. Subject to the provisions of the Act, you have a right to see the medical report for up to six months after it has been sent to the VMA/OHO/MO. If your doctor or other specialist gives you a copy of the medical report at your request, they may charge you a reasonable fee to cover the cost of supplying it.

I have read and accept the Health Declaration

Date:

[Print Declaration](#)

Please be aware you are required to print off, sign and send to the Vetting Authority.

[Check for Errors](#)

[Save this Section](#)

Working with the online system

Health Declaration

Some of the questions you may have answered 'Yes' to may mean you have to submit a signed Medical Declaration to National Security Vetting.

If you are required for legal reasons to do so, the quickest and easiest way is to:

- Print off a hardcopy of the form and sign it
- Scan the hardcopy
- Attach a softcopy of the form to an email and send it to National Security Vetting with your full details:
DBS-NSV-CustomerEnquiries@mod.uk

OR post the signed hardcopy of the form to:

Defence Business Services National Security Vetting (DBS NSV) Building 107, Imphal Barracks, Fulford Road, York YO10 4AS

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1 Criminal Convictions & Related Matters

1

In line with HM Government's policy on vetting, you must declare any matter which may be relevant.

2

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.

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8

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.

9

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.

10

11

Tick here if you have read and understood these instructions.



12

13

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

14

Have you ever been:

15

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)?

16

17

Yes No

18

b. on probation, or received a formal caution, or been absolutely/conditionally discharged, or had a fixed penalty notice or penalty notice for disorder issued to you, or accepted a fiscal fine

19

Check for Errors

Save this Section

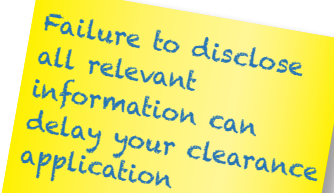
Working with the online system

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

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1 Financial Circumstances

1

1 Current Accounts - Overdrafts

1

In the last 5 years, how many times have you exceeded your overdraft limit(s)? *

0

1

How many current accounts do you have which were overdrawn in the previous month? *

1

1

Name of Bank	Name of Branch	Overdraft Limit	Max Overdraw in Previous Month	
<input type="text" value="Bank"/>	<input type="text" value="Branch"/>	<input type="text" value="1000.00"/>	<input type="text" value="800.00"/>	Delete

1

[Add Account](#)

1

Total of overdrawn balances (£): 0.00

1

Total of all liabilities (£): 0.00

1

1

1

1

1

1

Check for Errors

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Current Accounts - Overdrafts

Please provide details in this table about any current account(s) which were overdrawn in the last month NOT about your overdrafts in the previous five years.

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).

Defence Business Services National Security Vetting (DBS NSV)

Building 107, Imphal Barracks, Fulford Road, York YO10 4AS