Guidance Notes for National Security Vetting Solution (NSVS) Sponsor Account Registration

This document provides an explanation of the terminology used across the full range of NSVS sponsor accounts with varying levels of access and permissions.

Sponsors

Individuals that are required to sponsor National Security Vetting (NSV) applications need to register to become a Sponsor through their Departmental Security Authority (DSA) who will then contact United Kingdom Security Vetting (UKSV) on your behalf. A Sponsor registration form is available from your DSA. All boxes detailing personal and organisation information on the registration form must be completed in full to enable the Sponsor account to be created. UKSV will provide you with a unique Sponsor ID once you are registered as a Sponsor with us.

To act as a Sponsor for NSV application on NSVS, Sponsors must first register for a Portal account with UKSV.

- The unique Sponsor ID will need to be quoted on all electronic and hard copy NSV applications.
- When contacting the UKSV Enquiry Centre, they will request the caller's Sponsor ID. This is to verify the identity of the caller.

Department/Organisation

Department is the 'top level group' that you belong to/report to. There may be a requirement for there to be a number of Sponsors within a department/organisation. Some examples are:

- The department for Army is Ministry of Defence and the Organisation name is Army. Where we ask for a full address, we expect this to include what regiment/battalion/squadron etc.
- An Other Government Department (OGD) would be the Department of Health and the Organisation would be Yorkshire Ambulance Service with the address containing their full site specific address.
- MOD List X companies the department would be MOD and Organisation would be the company name. When typing in full address please ensure you include site as some List X Organisation have multiple sites.

Portal

There are two eForm portals available for sponsoring NSV application that Sponsors must request an account in order to use. They provide the means to complete NSV applications online from both the Sponsor and Subject perspective and, as a Sponsor, monitor the progress of the application on activation of their Portal account, completion of their application and when they have successfully submitted the completed form to UKSV for onward processing. This is known as Application Status Information (ASI).

1. **Restricted Portal:** This portal is accessed via the Assured LAN Interconnect (ALI) or Public Service Network (PSN). Some OGD customers will access the restricted network using other approved tools such as CJX, PNN and GSX etc. The Sponsor and Subject must both have access to a restricted network to use this account. In addition, the restricted portal will allow Sponsors to submit Vetting Status Information (VSI) enquiries to query if an individual already holds a valid clearance, at what level and when it is due to expire.
2. **Un-Restricted (Internet) Portal:** This portal can be accessed via the internet. The information saved on the internet portal is protected by secure encryption to Impact Level 3 (IL3)

Account Registration for eform Portals

- If you have access to a secure network i.e. the ALI or PSN, you can apply for a restricted Portal account. This means that all information submitted via this portal is done so across a restricted network. For the

restricted (ALI/PSN) portal please provide your role email address. Example: UKSV-example-email@mod.uk if you do not have a role email but have another restricted email address you may use this.

- If you do not have access to a secure network you should apply for an **unrestricted internet portal** account. For the unrestricted internet portal please provide your unclassified work email address, which may be your company email address.
- If you have access to the restricted and unrestricted networks you can apply for access to either or both Portals.
- Sponsors of staff/contractors who have access to the restricted and unrestricted networks can use either of the Portals to register a Subject for NSV. **An application must be started and completed on the same Portal**/
- For Sponsors of staff/contractors who do not have access to the ALI/PSN you should use the unrestricted internet Portal to register an Applicant.

Types of Portal Accounts

1. **Sponsor Account:** Sponsor access through the restricted (ALI/PSN) and unrestricted (internet) portals allows registered users to create new NSV applications and to view ASI on both the internet and restricted Portals. This is ONLY for all those cases that a Sponsor themselves have initiated. Sponsors using the restricted portal will also have access to the VSI facility. Please note that VSI is ONLY available via the restricted Portal.

2. **Super-Sponsor Account:** Super-Sponsor access to the restricted (ALI/PSN) and unrestricted (internet) portals allows registered users to create new vetting applications and to view ASI for all cases that they have initiated and those initiated and submitted by other Sponsors within their organisation. This includes the facility to either hasten or complete a case that has been initiated by another Sponsor. Super-Sponsors using the restricted Portal will also have access to the VSI facility.

3. **VSI Access Account:** This account will be required if you are not a Sponsor of NSV but either regularly contact the UKSV Enquiry Centre or use the 'ASI/VSI database' to establish whether an individual holds a valid Security Clearance. This account is accessible through the restricted

Portal only. Users will not have authority to Sponsor vetting applications. If this is required you will need to apply for a Sponsor account with the VSI request facility and provide an ALI/PSN email address.

Case Management System (CMS)

Case Management System access is only granted to users who are required to make and record vetting decisions. Access is managed by specific named licences that are allocated by UKSV and may need to be paid for by the Sponsoring Organisation. This access will be available to the 4 MOD Service Lead Commands (SLC) and all Other Government Department (OGD) Decision Makers that UKSV undertakes work for. It will allow users to be able to see all vetting information available relating to vetting applications that are sponsored through their organisation and record the final vetting decision that they make. **Please note: this account is not available to Sponsors of NSV applications.**

ALL PERSONAL INFORMATION IS PROTECTED AT IMPACT LEVEL 5 (UP TO SECRET)

Account Authorisation

All account requests must be approved by your Departmental Security Authority (DSA); should an account request be denied it will be the decision of the DSA.

The DSA should ensure that the level of access requested is appropriate before passing it to UKSV.

If you have any further queries that are not answered by this guidance, please email them to UKSV-ContactUs@mod.uk