Security Clearance

A guide for **Sponsors**, helping to reduce delays

Common challenges

Undergoing security clearance can take a little time. However, by better understanding some of the common challenges, Sponsors can help to prevent further delays

! Transcription issues can impact the final clearance notification, due to an incorrect mixture of upper and lowercase, and failing to enter county names in full

! A lack of checks conducted by Sponsors before submitting, to ensure details align with documents for the Applicant's BPSS checks

**!** Incomplete Applicant postal addresses, with the Sponsor unaware of the available tools

! Sponsors failing to note in the application if candidates have limited access to e-mail, for example, service personnel on postings/in basic training

Be prepared

Sponsors are a vital part of the Security Vetting process, without a valid Sponsor, applications are unable to be considered. You must be registered and hold a valid portal account before submitting any applications to us

Further guidance on the portal can be found on our guidance for Sponsors pages on gov.uk
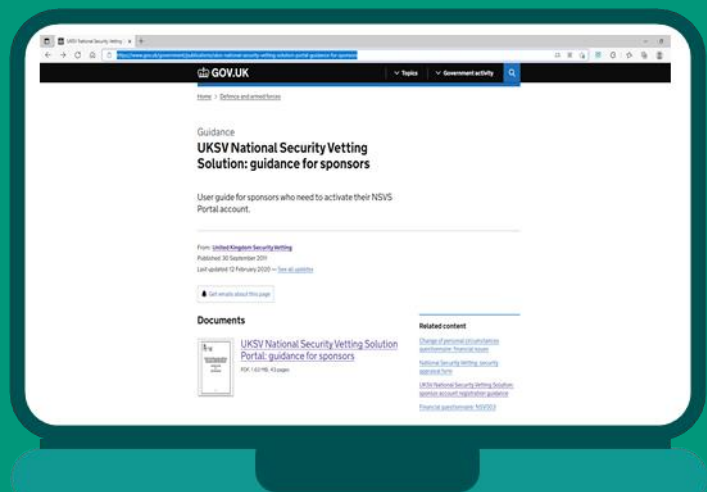
Tips **for Sponsors**

Helping ensure the vetting process runs efficiently:

1 Check to ensure the details provided align exactly with the supporting documents and those provided by the Applicant

2 Make sure the upper and lower case characters are used appropriately when completing the form

3 Check to make sure the County is entered in full, for example: Buckinghamshire not Bucks

Tips **for Sponsors**

Helping to ensure the vetting process runs efficiently:

4 Make sure the postal address is included in full, consider using the Royal Mail Post Code Finder https://www.royalmail.com/find-a-postcode or Eire Code https://finder.eircode.ie/#/, to help

5 If you know the Applicant is likely to have limited access to email, note on the application when they will be unavailable, so this can be considered

Contact us

Please take your time to familiarise yourself with the available guidance:

- <u>Portal guidance for Sponsors</u>
- <u>Sponsor hints & tips</u>
- <u>Vetting Status Information (VSI) Guide</u>

If you are still unsure, please contact the enquiry centre, ensuring the following information is included:

- Your Sponsor ID (this is needed every time)
- Applicant's full name
- Applicant's date of birth & Case ID

✉ uksv-helpdesk@cabinetoffice.gov.uk

☎ Temporarily unavailable,
please use e-mail above