



## Statement of HM Government's Vetting Policy

In the interests of national security, safeguarding Parliamentary democracy and maintaining the proper security of the Government's essential activities, it is the policy of HMG that no one should be employed in connection with work the nature of which is vital to the interests of the state who:

- is, or has been, involved in, or associated with any of the following activities
  - espionage;
  - terrorism;
  - sabotage;
  - actions intended to overthrow or undermine Parliamentary democracy by political, industrial or violent means; or
- is, or has recently been –
  - a member of any organisation which has advocated such activities; or
  - associated with any such organisation, or any of its members in such a way as to raise reasonable doubts about his or her reliability; or
- is susceptible to pressure or improper influence, for example because of current or past conduct; or
- has shown dishonesty or lack of integrity which throws doubt upon their reliability; or
- has demonstrated behaviour or is subject to circumstances which may otherwise indicate unreliability.

In accordance with the above policy, Government departments and agencies will carry out a **Security Check (SC)** on all individuals who require long term, frequent and uncontrolled access to **SECRET** information or assets. A Security Check, may also be applied to staff who are in a position directly or indirectly to bring about the same degree of damage as such individuals, or who need access to material originating from other countries or international organisations. In some circumstances, where it would not be possible for an individual to make reasonable progress in their career without clearance to **SECRET** level, it may be applied to candidates for employment whose duties do not, initially, involve such regular access.

An SC clearance will normally consist of:

- a check against the National Collection of Criminal Records and relevant departmental and police records;

- in accordance with the Security Service Act 1989, where it is necessary to protect national security or to safeguard the economic well-being of the United Kingdom from threats posed by persons outside the British Islands, a check against Security Service records; and
- credit reference checks and a review of personal finances.

In some circumstances further enquiries, including an interview with the subject, may be carried out.

Individuals employed on government work who have long term, frequent and uncontrolled access to **TOP SECRET** information or assets will be submitted to the level of vetting clearance known as **Developed Vetting (DV)**. This level of clearance may also be applied to people who are in a position directly or indirectly to cause the same degree of damage as such individuals and in order to satisfy requirements for access to material originating from other countries and international organisations.

In addition to a Security Check, a DV will involve:

- an interview with the person being vetted;
- references from people who are familiar with the person's character in both the home and work environment. These may be followed up by interviewees. Enquiries will not necessarily be confined to past and present employers and nominated character referees.

It is also the government's policy that departments and agencies will carry out **Counter Terrorist Checks (CTC)** in the interests of national security before anyone can be:

- authorised to take up posts which involve proximity to public figures at particular risk of attack by terrorist organisations, or which give access to information or material assessed to be of value to terrorists;
- granted unescorted access to certain military, civil and industrial establishments assessed to be at particular risk of attack by a terrorist organisation.

The purpose of such checks is to prevent those who may have connections with terrorist organisations, or who may be vulnerable to pressure from such organisations, from gaining access to certain posts, and in some circumstances, premises, where there is a risk that they could exploit that position to further the aims of a terrorist organisation. A **CTC** clearance will include a check against Security Service records. Criminal record information may also be taken into account.

**Completion of this form and, in the case of Developed Vetting, the supplement is an essential first step in these enquiries.**

Failure to disclose relevant circumstances or information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance. It is, therefore, in your own interests to be honest and open in your replies to the questions set out below.

## Details about yourself

1 Surname (now) and title (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth)      b. Any other surname(s) used

2 Full forenames

3 Date of birth    Day    Month    Year

4 Town, county and country of birth

5 Nationality Present (including any dual nationality)

\_\_\_\_\_

Former nationality (if any)

\_\_\_\_\_

If naturalised give number and date of certificate

\_\_\_\_\_

If non-UK National, date of taking up permanent residence in UK

\_\_\_\_\_

6 Full permanent address      Since \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

7 Have you within the last 5 years:

resided at any other addresses      YES      NO

in the UK?           

resided outside the UK for           

more than 12 months at a time?           

Please tick as applicable

If Yes, enter full details to cover the 5 year period, with dates, on continuation pages 10 or 11

## Details about your partner

Please enter details of any spouse or other partner with whom you are living as a couple, and/or former partners who have died or from whom you have separated or divorced in the last 3 years. **If deceased, please enter full details** in the boxes below but give nationality at death in question 12 and year of death in question 13. Use continuation pages 10 and 11 as necessary.

8 Surname (now) and title (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth)      b. Any other surname(s) used

9 Full forenames

10 Date of birth    Day    Month    Year

11 Town, county and country of birth

12 Nationality Present (including any dual nationality)

\_\_\_\_\_

Former nationality (if any)

\_\_\_\_\_

If naturalised give number and date of certificate

\_\_\_\_\_

If non-UK National, date of taking up permanent residence in UK

\_\_\_\_\_

13 Full permanent address      Since \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

14 Has your spouse or other partner within the last 5 years:

resided at any other addresses      YES      NO

in UK?           

resided outside the UK for           

more than 12 months at a time?           

Please tick as applicable

If Yes, enter full details to cover the 5 year period, with dates, on continuation pages 10 or 11

## Details about your parents

Please enter your parents' details in boxes 15-26. As well as your natural parents, please give details (including relevant dates) of any **adoptive parents, step-parents or legal guardians**. Please enter details of parents' current and/or former partners in the last 3 years where not already given. **If deceased, please enter full details** in boxes below but give nationality at death in questions 19 and 25 and year of death in questions 20 and 26. Use continuation pages 10 and 11 as necessary.

### Father

### Mother

<p>Relationship (If not natural parent)</p>	<p>Relationship (If not natural parent)</p>
<p>15 Surname (now) and title (Mr/Mrs/Ms/Miss etc)</p>	<p>21 Surname (now) and title (Mr/Mrs/Ms/Miss etc)</p>
<p>a. Surname (at birth)      b. Any other surname(s) used</p>	<p>a. Surname (at birth)      b. Any other surname(s) used</p>
<p>16 Full forenames</p>	<p>22 Full forenames</p>
<p>17 Date of birth    Day    Month    Year</p>	<p>23 Date of birth    Day    Month    Year</p>
<p>18 Town, county and country of birth</p>	<p>24 Town, county and country of birth</p>
<p>19 Nationality Present (including any dual nationality)</p> <p>_____</p> <p>Former nationality (if any)</p> <p>_____</p> <p>If naturalised give number and date of certificate</p> <p>_____</p> <p>If non-UK National, date of taking up permanent residence in UK</p> <p>_____</p>	<p>25 Nationality Present (including any dual nationality)</p> <p>_____</p> <p>Former nationality (if any)</p> <p>_____</p> <p>If naturalised give number and date of certificate</p> <p>_____</p> <p>If non-UK National, date of taking up permanent residence in UK</p> <p>_____</p>
<p>20 Full permanent address      Since _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postcode _____</p>	<p>26 Full permanent address      Since _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postcode _____</p>
<p>27 Adoption    If you were adopted, please give year of adoption</p>	

If you are using continuation pages 10 or 11 please indicate. ○

## Employment in HM Forces

28 Are you now, or have you ever been:

YES      NO

a member of HM Forces/Reserve?           

Please tick as applicable

If Yes, complete question 29.  
If No, proceed to question 30.

29 Service \_\_\_\_\_

Dates of service \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_

Rank now or on discharge \_\_\_\_\_

Regiment/Corps \_\_\_\_\_

Service no \_\_\_\_\_

## Employment in HM Government Service\*

30 Are you now, or have you ever been:

YES      NO

a member of HM Government Service?           

Please tick as applicable

If Yes, complete question 31.  
If No, proceed to question 32.

31 Present/most recent department or agency

\_\_\_\_\_

Dates of service \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_

Grade now or on leaving

\_\_\_\_\_

\* For present purposes this includes employment in UK government departments and agencies, the UK Atomic Energy Authority, British Nuclear Fuels, the Civil Aviation Authority, the BT Group of Companies and the Post Office.

## Personal summary

To help us process this questionnaire as quickly as possible please complete, but do not detach, this summary of your personal details in full.

32 Surname (now) and title (Mr/Mrs/Ms/Miss etc)

\_\_\_\_\_

a. Surname (at birth)      b. Any other surname(s) used

\_\_\_\_\_

Full forenames

\_\_\_\_\_

Date of birth      Day      Month      Year

\_\_\_\_\_

Town, county and country of birth

\_\_\_\_\_

Full permanent address      Since \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

For official use only

Reference

\_\_\_\_\_

SC10/94

# Criminal convictions

In accordance with the Government’s policy on vetting on page 2 you must declare any matter which may be of relevance. This includes:

- any criminal convictions which you may have, including those which are ‘spent’. In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 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 the protection of public safety or public order is involved. You must disclose all convictions whether or not spent under the Acts.

Please note that any information provided will be treated in strict confidence. The relevance of particular criminal convictions to security clearance is a matter for the relevant department or agency to decide. Although it may be taken into account, any such information will not necessarily prevent you having a security clearance. Failure to disclose relevant circumstances of information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance.

Please answer questions 33 & 34 and sign and date the detachable section. Then follow the appropriate procedure below to ensure that the security authorities alone see your response on these matters.

If you are employed by or applying for a post in HM Government service or HM forces, you do not need to remove the detachable section from this page since you will be sending the entire questionnaire in a sealed envelope directly to the appropriate security organisation.

Everyone else, having completed questions 33 & 34 and signed and dated the page, should now please remove the detachable section from this page and place it in the envelope provided. You should then seal the envelope, sign your name across the flap and attach it firmly to the front of the questionnaire.

33 **Criminal convictions**

Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you been out on probation, received a formal caution or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you?

YES NO

Please tick as applicable

34 Have you ever been convicted by a Court Martial or sentence to detention or dismissal or fined whilst serving in the armed forces of the UK or any Commonwealth or foreign country?

YES NO

Please tick as applicable

If you tick Yes, to either of the above, please give full details **including dates** in the box below.

Signature	Date
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# Security information

35 **Have you ever been involved in:** YES NO

- espionage?  YES  NO
- terrorism?  YES  NO
- sabotage?  YES  NO
- actions intended to overthrow or undermine Parliamentary democracy by political, industrial or violent means?  YES  NO
- Have you ever been a member of, or supported a group or groups involved in any of the above activities?  YES  NO
- Have you ever had a close association with anyone who, to your knowledge, has been a member of or given active support to any such group or activities?  YES  NO

Please tick as applicable

36 Are you aware of any other circumstances or characteristics not covered by your previous answers which might affect your suitability for employment on secret work, eg serious medical or psychological problems, habitual use of addictive substances (eg drugs, alcohol etc), significant financial difficulties, conduct liable to lead to susceptibility to pressure or improper influence? YES NO

YES  NO

Please tick as applicable

If you have answered **Yes** to questions 35 or 36 please give full details here.

Please note that any information provided will be treated in strict confidence. Although it may be taken into account, such information will not necessarily prevent you having a security clearance. **Failure to disclose relevant circumstances or information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance.**

# Declaration

I declare that I have read and understood the statement of HM Government’s policy on vetting on page 2. I understand that this form may be submitted for checking against the records of police, security and credit agencies in accordance with that policy.

I declare that the information I have given is true and complete to the best of my knowledge and belief.

I undertake to notify any material changes in the information I have given above to the Personnel or Security branch concerned.

I understand that any false statement or deliberate omission in the information I have given in this questionnaire may disqualify me for employment (including employment in connection with Crown contracts if applicable) or make me liable to disciplinary action which may include dismissal.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Continuation of answers

Where possible please use the same format as the original questions.

Question number	

# Continuation of answers

Where possible please use the same format as the original questions.

Question number	

For official use only

To be completed by department, agency or firm

I confirm that this form is submitted in accordance with the stated policy of HM Government and that the applicant's identity has been verified.

Name (Block Capitals) \_\_\_\_\_

Position within organisation \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Signature \_\_\_\_\_

To be completed by department, agency or firm in respect of all individuals who are to be employed on Government contracts

Length of employees time with firm \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Address of firm \_\_\_\_\_

Is clearance required for access to site only? YES  NO  Please tick as applicable

To whose information will employee have access? \_\_\_\_\_

Nature of employment \_\_\_\_\_

Site where employee works or is to work \_\_\_\_\_

Will employee be on your company's payroll? YES  NO  Please tick as applicable

Method by which employee's identity confirmed? \_\_\_\_\_  
(eg passport, P45 etc) Please include relevant dates.

For List X use only

### Sponsoring company

To be completed by the sponsoring company

Send reply slip to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Candidate's name \_\_\_\_\_

Your serial no. \_\_\_\_\_

Clearance CTC  SC  DV  Please tick as applicable

AA/ \_\_\_\_\_

Approved \_\_\_\_\_ Valid until \_\_\_\_\_