



REQUEST FOR ACCESS CLEARANCE

Must be filled in	The person's date of birth and ID no. (11 digits)	Family name	Given name

<p>Important information</p> <p>Persons in charge of authorisations in entities, public administration agencies and legal persons subject to the Norwegian Act of National Security may request the clearance authority to grant persons a access clearance.</p> <p>The form shall be filled in by the person in charge or the person who has been delegated the authority to grant authorisations in the entity. Requests for access clearance shall have legal basis in Section 8 of the Norwegian Act of National Security as mentioned in point 2.</p> <p>Before the person for whom access clearance has been requested receives and fills in the Personal Data Form, the entity shall fill in the access level the person requires. This is done under "<i>Important information for those seeking security clearance</i>" on page 1 of the form.</p> <p>A copy of the Personal Data Form shall be submitted to the clearance authority along with a justified and documented request for security clearance. The quality of the copy must be equivalent to that of the original. Poor copy quality or insufficient justification/documentation may result in the clearance authority rejecting the request.</p> <p>The person in charge of security in the entity shall file the original Personal Data Form separately from other information in the entity, see sections 77 and 78 in "Virksomhetssikkerhetsforskriften" of the regulations relating to the Norwegian Act of National Security.</p>

1 Information on the entity/principal, the reason for the request for access clearance and the clearance level			
1.1 Entity/principal	1.2 Clearance authority	Journal no.	
1.3 State clearance status and requested clearance level			
<input type="checkbox"/> No previous clearance <input type="checkbox"/> No changes – clearance about to expire (re-clearance) <input type="checkbox"/> Changes to the clearance requirement (re-clearance)			
ACCESS CLEARANCE <input type="checkbox"/>		EXTENDED ACCESS CLEARANCE <input type="checkbox"/>	
State duration of clearance requirement. Applies in particular to brief assignments, etc. Five years are max. validity			
One year <input type="checkbox"/>	Two years <input type="checkbox"/>	Three years <input type="checkbox"/>	Four years <input type="checkbox"/> Five years <input type="checkbox"/> Or until date:

2 Indicate the provision that forms the legal basis of the clearance requirement			
2.1 Access to all of or parts of sensitive objects and infrastructure, see section 8-1(2) second sentence of the Norwegian Act of National Security.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.2 A Ministry or the security authority has made a decision relating to requirements relating to security clearance (see section 8-3(1) in the Norwegian Act of National Security.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Before a request for access clearance can be processed by the clearance authority, Yes must be crossed off for one or more of the questions in points 2.1 and 2.2. As documentation of the request, the decision made by the Ministry in charge of the entity/principal or a decision made by the security authorities for entities not comprised of any Ministry's area of responsibility, must be submitted.			
Description point			

3 Is the person in charge of authorisations or the person who has been delegated authority to grant authorisations aware of any other security-related information concerning the person that could be relevant to the clearance authority? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach the documentation to the form.			
4 Place, date, stamp and signature (entity/principal)		Date of the person's signature in the Personal Data Form	
4.1 Address	E-mail address		
4.2 Name and position in capital block letters (see signature in point 4)	Tel.	No. of attachments	

Guidance for filling in the request for access clearance.

The purpose of the guidance is to give the person in charge of authorisations in the entity or the person who has been delegated the authority to grant authorisations a general introduction on filling in this form, and it is to be considered as a supplement to Chapter 8 of the Norwegian Act of National Security and Regulations relating to security clearance and other clearances (the clearance regulations).

Pt.	Explanation
1.1- 1.3	<p>Indicated here is which administrative body, or other entity subject to the Norwegian Act of National Security, which on behalf of the person in charge of authorisations requests access clearance. Indicate which clearance authority (CA) is to process the "Request for access clearance".</p> <p>In point 1.3 the reason for the request for access clearance shall be indicated along with the legal basis of the requested clearance level and the required duration of the clearance. Investigate whether the person has previously been security cleared or access cleared. Persons who are security cleared for CONFIDENTIAL or higher is also cleared for access to sensitive objects and infrastructure with a claim for access clearance.</p> <p>The person in charge of authorisations or the person who has been delegated authority to grant authorisations shall also fill in the spaces in the column for «<i>Information on the clearance requirement</i>» on page 1 in the Personal Data Form, before handing the form to the person for filling in. This is to inform the person at which level he/she is to be cleared: ACCESS CLEARANCE or EXTENDED ACCESS CLEARANCE</p>
2	<p>Persons who are to be authorised for access to all or parts of sensitive objects and infrastructure classified as CRITICAL or higher, shall be cleared in advance. The person in charge of authorisations or the person who has been delegated authority to grant authorisations shall justify and document the requirement for clearance by filling in points 2.1 and 2.2 and attach the required documentation. Documentation is the decision made by the Ministry which is responsible for the entity/principal. The security authority will make decisions relating to entities that are not comprised of any Ministry's areas of responsibility.</p>
3	<p>Other security-related information means information over and beyond that which appears in the Personal Data Form. Examples of this may be reports on breaches of security, and/or an individual persons' economy.</p>
4	<p>The person in charge of authorisations or the person who has been delegated authority to grant authorisations shall check that all points in the form have been filled in, sign and fill in his/her address before submitting the form to the clearance authority. Check that the person has signed point 16 of the Personal Data Form. Without a date and the signature of the person, no personal vetting can be initiated.</p>