



## PERSONAL DATA FORM FOR ACCESS CLEARANCE

### 1 Important information for those seeking access clearance:

#### Consent to personal vetting:

Those who seek access clearance must consent to the security authority and clearance authority undertaking a personal vetting. You give your consent to this by filling in and signing this form. Your consent also comprises a renewed personal vetting during the validity of your access clearance, if necessary. Your consent shall be voluntary.

When undertaking a personal vetting, information will be obtained from various sources:

- Personal information which you provide about yourself or your closely related persons in the Personal Data Form, pursuant to Section 8-5(4)(5) of the Norwegian Act of National Security and Section 7 of the clearance regulations, or other information you provide pursuant to the Norwegian Act of National Security with associated regulations.
- Information obtained from relevant public records, see Section 8-5(6) of the Norwegian Act of National Security and Section 9 of the clearance regulations. This is information obtained from police records, the Police Security Service, the Tax Administration, the Norwegian National Security Authority, the Register of Employers and Employees (the Aa register), the Directorate of Immigration, the Execution and Enforcement Authority, the Norwegian Mapping Authority, the Brønnøysund Register Centre, credit information agencies and debt collection agencies. The consent comprises any cancellation of any recorded blockage of credit.
- Information obtained from other relevant sources, see Section 8-5(6) of the Norwegian Act of National Security. Examples of such sources may be other public authorities, places of service, workplaces and other references or sources that are readily accessible to the general public.
- Corresponding information from sources in countries where you have/have had domicile or other affiliation.

Your consent also comprises that information on your clearance status, your affiliation to other states, place of service or the requesting entity may be handed over to the Police Security Service (PST) if the PST considers this necessary in order to attend to the duties of the service. The information obtained via the personal vetting will not be used for other purposes than to consider clearance and authorisation, or other processing pursuant to the Norwegian Act of National Security. The information will be treated and protected in accordance with the provisions of the Norwegian Act of National Security with associated regulations.

If you are under the age of 18, it is required that your parents or guardian consent to a personal vetting being conducted. This is done by yourself and your parents or guardian having read and understood the implications of undergoing a personal vetting and to hold a access clearance. Thereafter the document "Consent to personal vetting of person under the age of 18" shall be signed.

It is important that you give honest answers, allow ample time to answer the questions and read the guidance texts carefully. When processing your application, the clearance authority will assume that you have read and understood the guidance text. Incorrect or incomplete completion of the Personal Data Form may be construed as withholding of information (from the clearance authority and the person in charge of authorisations) and could result in a negative clearance decision. Write clearly in capital block letters and use a blue ballpoint pen.

Use the "Guidance for filling in the Personal Data Form for access clearance" when filling in the form. The guidance is available at <http://www.nsm.stat.no/publikasjoner/skiema>

### Information on clearance level

Cross off for the required clearance level	ACCESS CLEARANCE (AC) <input type="checkbox"/>	<i>You must fill in pts. 2, 4, 7, 8 and 11+ points 12/13 and 14 -16, if relevant</i>	<i>If the person responsible for authorisations has omitted to cross off for clearance level, you must clarify this before filling in the form.</i>
	EXTENDED ACCESS CLEARANCE (EAC) <input type="checkbox"/>	<i>You must fill in points 2 - 11 + points 12/13 and 14-16, if relevant</i>	

### 2 Personal data

2.1 Date of birth (6 digits)		2.2 Personal ID no. (5 digits)		<input type="checkbox"/> Man	<input type="checkbox"/> Woman	D-number (11 digits, applies to foreign citizens only)	
2.3 Family name				Previous family name(s)		Date of change	
2.4 Given and middle name(s)				Previous given and middle name(s)		Date of change	
2.5 Home address			2.6 Postal code	2.7 Post office	2.8 Country	2.9 From year	
2.10 Postal address			2.11 Postal code	2.12 Post office	2.13 Country	2.14 From year	
2.15 Tel. work				2.16 Mobile phone			
2.17 City/place of birth		2.18 Country of birth		2.19 Email address			

<b>3 Citizenship</b> <i>To be filled in for clearance level EAC only</i>			
3.1 Current citizenship	Date of current citizenship <input type="checkbox"/> At birth      Other date:	Passport number (foreign citizens only)	
3.2 Do you have a valid citizenship in another country? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Uncertain	If yes, uncertain, name the country	Passport number	From date
3.3 Have you previously had citizenships in other countries? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Uncertain	If yes, uncertain, name the country	Passport number	Date of expiry

<b>4 Stays abroad and residential address outside Norway during the past ten years</b> <i>Read about how to describe residential addresses abroad in the guidance, especially about requirements for documentation as verification of addresses in foreign countries.</i>				
4.1 Residential address abroad	4.2 Postal code /Zip	4.3 City/place	4.4 Country	4.5 From – to (mm/yr)

<b>5 Marital status</b> <i>To be filled in for clearance level EAC only</i>	
5.1	<input type="checkbox"/> Single <input type="checkbox"/> Cohabiting <input type="checkbox"/> Married/partner <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/er

<b>6 Family matters</b> <i>To be filled in for clearance level EAC only</i>			
6.1 Have you any children, including step/foster children? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes – how many?	6.2 Have you any siblings, including half-/step-/foster siblings? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes – how many?

<b>7 Education</b>			
7.1 Name and address of the educational institution	7.2 Course of study	7.3 Country	7.4 From –to (mm/yr)

<b>8 Work experience during the past five years</b>			
8.1 Current principal employer, address/place of service	8.2 Position	8.3 Country	8.4 From – to (mm/yr)
8.5 Any added employers (including business interests), address/place of service	8.6 Position	8.7 Country	8.8 From – to (mm/yr)
8.9 Previous employers, address/place of service	8.10 Position	8.11 Country	8.12 From – to (mm/yr)

<b>9 Affiliation to other states than Norway</b> <i>To be filled in for clearance level EAC only. Read about affiliation to other states and the definition of closely related persons in the guidance</i>	
9.1 Have you at any time had property, investments or other financial interests in other countries?	<input type="checkbox"/> No <input type="checkbox"/> Yes
9.2 Have you at any time sent/received money to/from another country?	<input type="checkbox"/> No <input type="checkbox"/> Yes
9.3 Have you at any time been employed by, provided services for, sought assignments from or been asked to provide services for foreign states?	<input type="checkbox"/> No <input type="checkbox"/> Yes
9.4 Have you at any time had contact with representatives from an embassy or consulate belonging to other states?	<input type="checkbox"/> No <input type="checkbox"/> Yes
9.5 Have you had continuous stays lasting more than three months or repeated short stays in other states (except for stays indicated in point 4.1?)	<input type="checkbox"/> No <input type="checkbox"/> Yes
9.6 Have you at any time had contact with persons you have perceived to be representatives working for foreign intelligence?	<input type="checkbox"/> No <input type="checkbox"/> Yes
9.7 Do you have a valid passport or ID documents from other states than those indicated in points 3.1 – 3.3?	<input type="checkbox"/> No <input type="checkbox"/> Yes

9.8 Do you have an affiliation to other states that are not comprised of the above questions in point 9, and which you think may be of interest to the clearance authority?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.9 Do any of your closely related persons live abroad?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.10 Have any of your closely related persons at any time had property, investments and/or other financial interests abroad?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.11 Do you know whether any of your closely related persons have sent/received money to/from another country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.12 Have any of your closely related persons at any time been employed by, provided services for, sought assignments from or been asked to provide services for other states?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.13 Have any of your closely related persons at any time been in contact with persons you have perceived to be representatives for foreign intelligence?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.14 Do you know whether any of your closely related persons have at any time had citizenship or a passport issued by other states?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.15 Do you know whether any of your closely related persons have or have had other affiliation to other states (authorities, organisations, players abroad), that are not comprised of the previous questions in point 8, and which you think may be of interest to the clearance authority?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If you have crossed off for <b>Yes</b> in point 9, you must provide further details of which state, period of time and the circumstances in the space provided below (use a separate piece of paper, if required). If you have crossed off for <b>Yes</b> on questions 9.9 – 9-15, describe your relation to the closely related person and fill in the personal data in point 12 or 13 .		
Detailed information		

**10 Other security-related information**  
*To be filled in for clearance level EAC only*

10.1 Have you at any time had contact with organisations or groups in Norway or another country that could potentially be involved in the planning, preparation or implementation of spying activities, sabotage or acts of terror?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
10.2 Have you at any time been in contact with persons, organisations or groups in Norway or another country that could potentially be involved in organised crime?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
10.3 Do you know whether any of your closely related persons at any time have been in contact with persons, organisations or groups in Norway or another country that could potentially be involved in organised crime?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
10.4 Are there any other issues that you think could be relevant to the processing of your application for clearance which are not covered by previous questions in the form?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If you cross off for <b>YES</b> for any of the questions in point 10, you are obliged to provide detailed information (state who/your relation to the closely related persons, what and which state, the period in time and circumstances) in the space below. Provide also details of the result/outcome of the above contact (use a separate sheet of paper, if relevant). If you have crossed off for <b>Yes</b> on question 10.3, fill in the personal data of and describe your relation to the closely related person in point 12 or 13.		
Detailed information		

**11 Current cohabitant/spouse/partner**

11.1 Surname (also previous, if relevant), given and middle names	<input type="checkbox"/> Man <input type="checkbox"/> Woman	11.2 Date of birth and ID no	11.3 D-number
11.4 City/place of birth	11.5 Country of birth	11.6 Current citizenship	11.7 Date of current citizenship
11.8 Does the person have a valid citizenship in other countries? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, enter the country		From date
11.9 Has the person previously had citizenship in other countries? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, enter the country		Date of expiry
11.10 Residential address abroad (not a post office box address)	Postal code/Zip	City/place	Country
			From-to (mm/yr)

**12 Closely related person – close family members**

If crossing off Yes to questions 9.9 - 9.15 and 10.3, state the personal details. (Read about the definition of closely related persons on page 2 of the guidance)

12.1 Surname (also previous, if relevant), given and middle names		<input type="checkbox"/> Man <input type="checkbox"/> Woman	12.2 Date of birth and ID no. 	12.3 D-number	
12.4 City/place of birth	12.5 Country of birth		12.6 Current citizenship	12.7 Date of citizenship	
12.8 Does the person have a valid citizenship in other countries? <input type="checkbox"/> No <input type="checkbox"/> Yes			If yes, enter the country	From date	
12.9 Has the person previously had citizenships in other countries? <input type="checkbox"/> No <input type="checkbox"/> Yes			If yes, enter the country	Date of expiry	
12.10 Residential address abroad (not a post office box address)		Postal code/Zip	City/place	Country	From - to (mm/yr)
12.11 Describe your relation to your closely related person.					

**13 Closely related persons to whom you have other close attachment**

If crossing off Yes to questions 9.9 - 9.15 and 10.3, state their personal data.  
(Read about the definition of closely related persons on page 2 of the guidance)

13.1 Family name /also previous, if relevant)		<input type="checkbox"/> Man <input type="checkbox"/> Woman	13.2 Date of birth and ID no. 	13.3 D-number	
13.4 City/place of birth	13.5 Country of birth		13.6 Current citizenship	13.7 Date of citizenship	
13.8 Does the person have a valid passport from other countries? <input type="checkbox"/> No <input type="checkbox"/> Yes			If yes, enter the country	From date	
13.9 Has the person previously had citizenships in other countries? <input type="checkbox"/> Nei <input type="checkbox"/> Ja			If yes, enter the country	Date of expiry	
13.10 Residential address abroad (not a post office box address)		Postal code/Zip	City/place	Country	From - to (mm/yr)
12.11 Describe your relation to the closely related person					

**14 Remarks/comments/ if required, use a separate sheet of paper marked with your full name and date of birth**


**15 The number of attachments**

Number

**16 Your consent and your signature**

I consent to a personal vetting being conducted pursuant to Section 8-5 of the Norwegian Act of National Security. I confirm that I have conscientiously and to the best of my ability replied to the questions in the form. I am aware that I am obliged to notify the person in charge of authorisations of any changes to matters that may be significant to my access clearance, cf. Section 8-11 of the Norwegian Act of National Security.  
**Write your full surname, name and date of birth in the space provided at the top of each page of the form.**

16.1 Date and year	16.2 Signature
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**17 Clearance decision (to be filled in by the clearance authority)**

17.1 Clearance authority	17.2 Cleared for AC	17.3 Cleared for EAC	17.4 Decision to be assessed on (date) at the earliest 	17.5 Terms and conditions <input type="checkbox"/> No   <input type="checkbox"/> Yes	Doc. ref.
17.6 Place, date and year	17.7 Signature (CA)				

**18 Consent to new personal vetting for renewal of access clearance within the clearance's period of validity.** If this version of the form is still valid, it may be used when requesting a new access clearance.

I consent to a new personal vetting being conducted, and confirm that previously filled in spaces in this form have been carefully reviewed in relation to the new personal vetting. I am aware that failure to notify any changes since my previous clearance may be construed as withholding of information from the clearance authority and could affect the clearance decision.

17.8 Changes (provide information in point 14 on any changed points)

No changes since the previous clearance       Changes entered at the relevant place in the form       Changes entered in a separate attachment

17.9 Place, date and year	17.10 Signature (main person)
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