



Guidance for filling in the Personal Data Form for access clearance

Important information for those seeking access clearance.

Read this guidance carefully and allow ample time to fill in the form. If you have any questions that are not covered by this guidance, you are requested to contact the person who handed you the form, the person in charge of authorisations or the person who has the authority to issue authorisations in the entity. If you are in doubt whether information should be given about an issue, please note this in the form. Your transparency contributes to reducing security risks.

When you have consented to undergo personal vetting, you fill in the Personal Data Form with information about yourself and persons to whom you are closely related. In accordance with Section 8 of the Regulations relating to access clearance and other clearances, information will be obtained from relevant registers (including the Population Register, registers of credit providers, the police and security authorities). Statements from persons provided as references may also be obtained. The information you provide will be used to process your request for access clearance and in relation to authorisation pursuant to Section 8-4 of the Norwegian Act of National Security. The information will be treated and protected in compliance with the requirements that follow from the Norwegian Act of National Security with associated regulations. Read also what is written about consent to undergo personal vetting on page 1 of the form.

In special cases it will become necessary to grant clearance to persons under the age of 18. If you who are seeking clearance are under age, your parents or guardians are required to give their consent to you undergoing a personal vetting. This is done by your parents or guardian and yourself reading the guidance carefully in order to understand what it entails to carry out personal vetting and to have a access clearance. The clearance authority will provide further information on what a personal vetting entails in relation to investigations, legal aspects of the clearance process and the consequences of providing incorrect information. Thereafter, the document «*Consent to personal vetting of person under the age of 18*» shall be signed.

Parents or guardians who consent to personal vetting are not entitled to demand access to the information that you who are seeking access clearance have given in the Personal Data Form.

If any changes occur with regard to the information you have provided in the form, you are obliged without delay to inform the person in charge of authorisations or the person with authority to issue authorisations in the entity. This applies throughout the entire period of clearance, see Section 8-11 of the Norwegian Act of National Security.

When processing your application, the clearance authority will assume that you have answered all the questions in the Personal Data Form and read and understood this guidance. It is important that you give honest answers to the questions in the Personal Data Form. Incorrect or incomplete completion of the form may be construed as withholding information (from the clearance authorities and the person in charge of authorisations) and could result in a negative clearance decision.

The Personal Data Form will be processed electronically after completion. Keep each letter and each number within the spaces in the form and leave a space between names/words. Reply to all questions and provide descriptions/further information where requested. Do not mark off or draw a line through unused parts of the form.

The Personal Data Form consists of a number of Yes/No questions. If you answer **Yes** to any of these, you must provide more information in the space indicated in the form. If the indicated space is insufficient, use the comments space (Point 14) in the form or use a separate sheet of paper, and attach it to the Personal Data Form.

The requested clearance level decides from which sources information is obtained and which persons may be included in the personal vetting.		
Clearance level	Who is included in the personal vetting process	For EAC, personal vetting of closely related persons may be undertaken in special cases, and/or if information in the personal vetting requires this.
Access Clearance (AC)	The person seeking clearance	
Extended Access Clearance (EAC)	The person seeking clearance	

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Definition of closely related persons	
<p>In the Personal Data Form and in this guidance, the concept <u>closely related persons</u> appears a number of times. <i>Closely-related persons</i> are persons in your close family <i>or persons who have another close affiliation</i> that could be significant when considering whether the person is suitable for clearance, see Section 2 of the regulations relating to access clearance.</p> <p>➤ <i>Close family means:</i></p> <ol style="list-style-type: none"> 1. Current spouse, partner or cohabitant - persons cohabiting in a marriage-like relationship. 2. Children (including stepchildren, adoptive children and foster children). Adoptive children are considered equivalent to biological children. <ul style="list-style-type: none"> ○ Stepchildren: Children of your current cohabitant/spouse/partner, of which you are not a parent, but who have spent all or parts of their childhood before reaching the age of 18 with you. ○ Foster children: Children who have grown up (wholly or partially) with you in the capacity as a foster home allocated by the child welfare service, and to whom you are still attached. 3. Parents (incl. step parents, adoptive parents and foster parents). Here you enter your legal parents. If you are adopted, your adoptive parents are your legal parents. Step parents or foster parents may be additional to the parents or as the sole care providers. <ul style="list-style-type: none"> ○ Step parent: One of your parents' cohabitant, spouse, partner who is not your parent, but whom you have grown up with (wholly or partially) up until you reached the age of 18. ○ Foster parents: Carers with whom you have grown up/lived with in a foster home assigned by the child welfare service, and to whom you still have an attachment. 4. Siblings (incl. half siblings, step siblings, adoptive siblings og foster siblings). Adoptive siblings are considered equivalent to biological siblings. <ul style="list-style-type: none"> ○ Step siblings: Children of your mother's or father's current cohabitant/spouse/partner (step parent), but whom you have grown up with (wholly or partially) until you reached the age of 18. ○ Foster siblings: a person with whom you have grown up/lived (wholly or partially) with you in the capacity as a foster home allocated by the child welfare service in a foster home, and to whom you still have an attachment. <p><i>Other close relation means:</i> Persons with whom you have a close personal relationship, regular private contact with, or other affiliation of a similar nature to that of persons in your close family or cohabitants. (These may for example be a girlfriend/boyfriend, former cohabitant, parents of your children from a former relationship under the age of 18, and close friends).</p> <p>If you are not in contact with one or more of your closely related persons, or for other reasons are unable to provide information on these persons, please give an account of this in point 14, or in a separate attachment.</p> <p>Closely related persons who are deceased shall be entered in the Personal Data Form with <u>given and surnames only</u>.</p>	
2 Personal data	
2.1-2.2	Fill in your date of birth (dd.mm.yr and your ID number). Remember to cross off for gender (M/F). If you are a foreign citizen without a Norwegian ID no. you enter your date of birth (dd.mm.yr). State your D-number (11 digits) if you do not have an ID number. A D-number is a provisional identity number which may be allocated to foreign citizens.
2.3	Example: If your name is Tom Holt Ryan, only Ryan shall be entered in point 2.3.
2.4	Tom Holt shall be entered in point 2.4. If your name is Tom Holt-Ryan, Holt-Ryan shall be entered in point 2.3. Tom shall be entered in point 2.4.
	Previous names: Previous names shall be entered along with the date of the change of name.
2.5	
2.6	Your home address shall be entered, along with the year from which you have lived at your current
2.7	home address.
2.8	This applies regardless of the address to which your mail is sent.
2.9	
2.10	This shall be filled in only if your postal address differs from your home address.
2.11	
2.12	
2.13	
2.14	State the year from which you have had your current postal address.

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2.15	Active telephone numbers shall be entered.
2.16	
2.17	State both your city/place and country of birth.
2.18	
2.19	Enter the email address you are using and that you wish to be used when contacted
3 Citizenship	
3.1	<p>If you are a Norwegian citizen, you will not need to enter the number of your passport or attach a copy of your passport.</p> <p>Attach a copy of your valid passport if you are a citizen of other countries than Norway. State the passport number if you are a foreign citizen. If you have dual citizenship, answer Yes in point 3.2 and enter your other nationality there. Enter the date when you obtained your current citizenship. If you obtained your citizenship at birth, cross off for <i>at birth</i>.</p>
3.2	If you are a citizen of other countries, enter the names of the countries, passport numbers and the date of obtaining citizenship. If you have more than two citizenships, use a separate sheet of paper. If you have crossed off for <i>uncertain</i> , please explain this and state the country where you are uncertain as to whether you are a citizen.
3.3	If you have previously been a citizen of other countries – state the country, passport number and the date of expiry. If you have previously had more than two citizenships, use a separate sheet of paper. If you have marked uncertain, please explain this and state the country where you are uncertain as to whether you are a citizen.
4 Stays abroad and residential address outside Norway	
<p>It is important to write <i>the residential address abroad</i> accurately, and you must therefore read carefully how to write the address. If you and some of your closely related persons that you have named in the Personal Data Form have lived abroad for one year or longer in total, in the same country and during the last five years, the stay shall be entered with a complete residential address. This may be one stay lasting more than one year, or it may be several shorter stays in the same country totalling more than one year (for example, studies abroad).</p>	
4.1	<p>Foreign addresses mean addresses outside Norway. Enter the complete residential address in the foreign country: street name/street number/house number, place name/postal code, etc. A post office box number address is insufficient. The name of (or address of) – an educational institution, embassy or military unit is also insufficient.</p> <p>When entering residential addresses in other countries, a printout from google maps, or similar mapping services, shall be attached to verify the address.</p>
4.2	Postal number/postal code/zip code are codes that help the postal services to sort mail automatically. The format of the codes varies from one country to another.
4.3	Enter city/location (place)
4.4	Enter the country
4.5	Example: Sept.12 to Nov.15
5 Marital status	
5.1	<p>Cross off only one here. Only your current status shall be entered.</p> <ul style="list-style-type: none"> • If you are divorced but have a new cohabitant – cross off for cohabitant. <p>Cohabitants are: Persons living together in a marriage-like relationship.</p>
<p>If changes occur to your marital status, you must immediately notify the person in charge of your authorisations or the person who has been delegated the authority to issue authorisations in the entity (Section 8-11 of the Norwegian Act of National Security). If a personal vetting comprises information on the spouse, partner or cohabitant and the cleared person contracts a new marriage, enters into a new partnership or cohabitation, the clearance authority shall vet the new spouse, partner or cohabitant and assess whether to uphold the clearance.</p>	
6 Family matters	
6.1/ 6.2	State whether you have children (including step children/ foster children) and/or siblings (including half siblings/step siblings/foster siblings) and how many. Adopted children and siblings are considered equivalent to biological siblings.
7 Education	
7.1	Enter only information on your highest education. If you have several types of education at the same level, enter the two last ones only.
7.2	
7.3- 7.4	Enter also the country in which the education was taken and indicate the duration of the education (from – to years).

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8 Work experience during the past five years	
Brief periods of work, such as weekend and summer jobs, shall also be entered.	
8.1	Enter your current employer, complete with address/place of service, country, position and indicate the duration of the employment (from – to month/year).
8.2	
8.3	
8.4	
8.5	Enter any additional employers (including business interests), addresses/place of service. The most recent employment shall be entered first.
8.6	
8.7	
8.8	
8.9	Enter your previous employers within the past five years complete with addresses/places of service, countries, positions and indicate the duration of the employment (from – to month/year).

9 Affiliation to other states than Norway	
Read about definition of closely related persons on page 2.	
9.1	Provide details if you at any time have had financial interests in another country that are significant to your personal economy. Examples of financial interests may be business operation, wages, grants, national insurance benefits, and similar. Specify the state/country. <i>Units in a unit trust, shares in multinational companies and similar shall not be entered.</i>
9.2	Provide details if you at any time have sent or received money from abroad in the form of gifts, wages, national insurance benefits, grants, etc. Specify the state and purpose. <i>The question does not apply to support for international humanitarian organisations or payments for legal goods and services.</i>
9.3	Provide details if you at any time have been employed or provided services or carried out assignments for authorities in other states. Specify the state and circumstances. For example, if you have been called up, have completed and/or sought military service or other employment with the authorities of other states.
9.4	Provide details if you at any time have had formal or informal contact, whether by making contact yourself or being contacted by another state's representative from their embassy/consulate in Norway or abroad. <i>The question does not apply to contact in relation to ordinary applications for a passport, visa or foreign adoption.</i>
9.5	Provide details if you at any time have stayed for longer than three months or had repeated brief stays in other states. The state and the purpose of your stay must be part of your detailed account. <i>Addresses are not needed. Stays in excess of one year shall not be entered here, but in point 4.</i>
9.6	Provide details if you at any time have made contact with or been contacted by persons that you have perceived to be potential representatives for foreign intelligence. An intelligence service obtains, processes and analyses information that could represent a threat against national interests.
9.7	Provide details if you have a valid passport or other ID documentation (for example a national ID card, driver's licence) from other states. Specify from which states.
9.8	Provide details if you for example have an emotional attachment to other states that is not necessarily related to citizenship or any other familiar attachment. Provide details if you have an affiliation to persons, organisations, networks, or other similar players in other states that you think could constitute a security-related risk by forcing, threatening, tempting or misleading you to act contrary to security-related interests.
9.9	Provide details if you have closely-related persons who live outside Norway. List their names and state in which country they live.
9.10	Provide details if any of your closely-related persons at any time have owned property, investments and/or other financial interests in another country that is significant to their private economy. Examples of other financial interests may be business operations, wages, grants, national insurance benefits and similar. <i>Units in a unit trust, shares in multinational companies and similar shall not be entered.</i>
9.11	Provide details if any of your closely-related persons at any time have sent money to or received money from another country in the form of gifts, wages national insurance benefits, grants, etc. Specify the state and give an account of the purpose. <i>The question does not apply to support for international humanitarian organisations or payments for legal goods and services.</i>

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9.12	Provide details if any of your closely-related persons have at any time been employed, or provided services or carried out assignments for authorities in other states. Specify the state/country and give an account of the circumstances. For example, whether your closely related persons have been called up, have completed and/or sought military service or other employment with the authorities of other states.
9.13	Provide details if any of your closely-related persons have at any time contacted or been contacted by what you have perceived to be representatives for foreign intelligence. An intelligence service obtains, processes and analyses information that could represent a potential threat against national interests.
9.14	Provide details if any of your closely-related persons have, or have at any time had, citizenship or a passport from other states. Specify the state.
9.15	Provide details if any of your closely-related persons have an emotional attachment to other states that is not necessarily related to citizenship or any other family related attachment. Provide details if any of your closely-related persons have an affiliation to organisations, networks, or other similar players in other states that you think could constitute a security-related risk by forcing, threatening, tempting or misleading them to act contrary to security-related interests.

10 Other security-related information	
10.1	The intelligence services of foreign countries attempt to recruit sources and to map persons and entities in Norway. The intelligence operations are systematic and the development of potential sources can go on for several years. The same work methods may be employed by organisations/groups linked to terror or other security-threatening activity. It is therefore important that you think about whether you have had contact with such players and that you provide details of this.
10.2	Organised criminal networks may for various reasons be interested in information and to gain access to information that security-cleared personnel have access to. They may exploit social, professional and financial relationships to attain their objectives. It is therefore important that you think about whether you have had such contact and that you give details of this.
10.3	If you crossed off for Yes in point 10.3 on behalf of a closely-related person, provide complementary details of this in the text column under point 10 as to who it concerns, and what the matter is related to.
10.4	Give an account of what you believe to be relevant in this context.

11 Current cohabitant/spouse/partner	
Enter the personal data of the person you are cohabiting with.	
12 - 13 Closely related person – close family and a person you are closely affiliated to	
If you have crossed off for Yes to the questions in points 9.9 - 9.15 and 10.3 about your closely related Persons, this person's personal data and your relation to the person shall be entered in the Personal Data Form, under points 12 or 13. If there are several closely related persons, use a separate sheet of paper and provide personal data corresponding to those requested in point 12.	

11, 12 and 13, information on closely related persons (definition of closely related persons on page 2)	
.1	Given name/surname of your current cohabitant/spouse/partner. Also previous names must be entered. This applies in particular if the person has lived abroad. Cross off for gender M/F.
.2	Date of birth and personal ID number (11 digits) shall be provided for all closely-related persons. If the person is a foreign citizen without a Norwegian personal ID number, fill in the date, month and year of their birth (dd.mm.yr).
.3	If the person is a foreign citizen without a Norwegian personal ID number, fill in the D number if he or she has been allocated such number.
.4	In which city/place were your closely-related person born?
.5	In which country were your closely-related person born?
.6	Only <u>one</u> valid citizenship shall be stated here. If the person in question has dual citizenship – answer Yes in the point: "Does the person have a valid citizenship in other countries?", and enter the name of the country.
.7	On which date did the person receive their citizenship?

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.8	If the person has a valid citizenship in another state – provide details of the country and the date of the citizenship.	In the event of uncertainty as to whether the person has or has had citizenship in other countries, answer Yes and provide further information in the comments space of point 14.
.9	If the person has previously had citizenship in another state – provide details of which country and the date when such citizenship expired.	
.10	<p>Foreign addresses are addresses outside Norway. Read about stays abroad and residential addresses outside Norway on page 3.</p> <p>State the complete residential address in the foreign country: street name/street number/house number, postal code. An address consisting of a post office box number is insufficient. The name or address of an educational institution, embassy or military unit is insufficient for personal vetting abroad. In the event that a closely-related persons' stay corresponds with your own stay (both the address and the indicated dates) a reference may be made to your own address instead of writing the same address several times.</p> <p>When stating residential addresses in other countries, a printout from google maps, or similar mapping services, to the extent it is possible provide such documentation, shall be attached to verify the address.</p> <p>Postal number/postal code/zip code are codes that help the postal services to sort mail automatically. The format of the codes varies from country to country.</p>	
.11	If you have answered Yes to the questions in points 9.9 – 9.15 and 10.3 you must enter your relation to your closely related person.	

14 Remarks/Comments

This space is for your use. If you need more space than the Personal Data Form provides, for example to give details on a relationship or state additional closely related persons, a separate attachment must be used and attached.

15 The number of attachments

Own attachments must be numbered and your full name and date of birth must be provided at the top of each page. State the total number of attachments in this space.

16 Your consent and signature

By signing this document you confirm/consent

- that you have read and understood this guidance, and that you have conscientiously and to the best of your ability filled in the Personal Data Form for access clearance.
- to a personal vetting being conducted.
- that you are aware that if you fail to provide correct and complete information, this may be significant to the outcome of the clearance decision.

If you are under the age of 18, both you and your parents or guardians shall sign the document «*Consent to personal vetting of a person under the age of 18*».

Write your surname, given name and date of birth at the top of each page of the form. This is important to ensure correct handling of your personal data when processing your application.

17 Clearance decision

This point is for the clearance authority only. It will be filled in when the clearance decision has been made.

18 Consent to a new personal vetting when renewing the access clearance within the clearance's period of validity.

If this version of the Personal Data Form is still valid, it may be used when requesting a new access clearance.

The request must be presented within the period during which the clearance is valid. You must confirm here that you have read the form carefully in connection with a renewed personal vetting. Cross off one of the spaces in this point. If you have made changes at relevant places in the Personal Data Form, you must indicate which points you have changed. This must also be indicated in the comments space, point 14. By signing the document, you consent to a personal vetting being conducted.