



# Guidance for filling in the Personal Data Form

This page applies to the Requesting Entity (RA) only.

**The person seeking security clearance may proceed direct to page 2 of the guidance.**

The purpose of the guidance is to provide a general introduction to filling in and procedures for how to use the Personal Data Form.

This guidance is to be considered as a supplement to **Chapter 6 of the Security Act, the regulations relating to personnel security and NSM's guidance on these.**

## 1 Requesting entity /procurement authority

Pt.	Explanation
1.1	<p>State here the name of administrative body, or other entity subject to the Security Act following individual decisions, which on behalf of the person in charge of authorisations is requesting security clearance, and the RA's own serial number. The RA shall cross off for the <u>clearance level</u> and <u>type</u> of clearance, and indicate the duration of the clearance requirement. State which security clearance authority (CA) that decides whether the main person, on the basis of the personnel vetting, may be granted security clearance.</p> <p>The RA shall also fill in the spaces in the column for "<i>Information on clearance requirement</i>" on page 2 of the form, <b>before</b> the person needing security clearance is given the form to fill in. This is to make the person in question aware of which level he/she is to be cleared for: CONFIDENTIAL – SECRET – TOP SECRET – or NATO clearances, if relevant.</p>
1.2	<p>The person who <b>shall</b> be authorised for access to sensitive information classified as CONFIDENTIAL or higher, shall have security clearance in advance. The RA <b>shall</b> justify and provide documentation of the clearance requirement by filling in points <b>1.2.1 to 1.2.5</b>.</p> <p><u>Pt. 1.2.5</u>: Persons who in their work <b>could potentially</b> gain access to sensitive information classified as CONFIDENTIAL or higher, shall be subject to security clearance unless security measures aimed at removing the risk of access can reasonably be carried out. If the reason for the request is based on the risk of accidental or arbitrary access, the RA is requested to describe the security measures that have been initiated to prevent this access. See section 3.1 of the regulations relating to personnel security and NSM's guidance on the regulations.</p>
1.3	<p>Other relevant security information means information over and above what appears in the Personal Data Form, the clearance certificate and the statement to adhere to secrecy. For example, AKAN monitoring (AKAN, the workplace advisory centre for issues relating to alcohol and drugs dependency), information on the applicant's mental health and personal finances are relevant topics in this context.</p>
1.4	<p>Check that the current cohabitant/spouse/partner is listed in the form if the classification SECRET is required and that <b>all</b> closely related persons are listed in the event of TOP SECRET and CTS. NB: If any of the closely related persons have died, the main person is requested to list <b>only the name</b> of the relevant person.</p>
1.5	<p>The RA shall sign and fill in the address before forwarding to the CA.</p>
1.6	<p>The signature of the main person in points 25 or 27 shall not be more than 9 months old when the decision on clearance is made. This date should therefore be checked prior to forwarding to the CA. No personnel vetting can be initiated without the date and signature of the main person.</p>
1.7	<p>Fill in the signature from point 1.5 in block capitals.</p>
1.8	<p>The main person's attachments plus the RA's attachments.</p>

**Important information for the individual who is to be security cleared**

**Use this guidance while completing your form. If you have questions (not covered by this guidance) regarding the completion, please contact your security clearance authority for advice. If you are in doubt whether to provide information about a case or not, then you should provide the information rather than withholding it. Through openness you can reduce a possible cause of pressure and security risk.**

When you consent to vetting, complete this form with your personal details and those of your close relatives. In accordance with the Regulations on Personnel Security, section 3-4, information will be obtained from applicable registers, hereunder the Norwegian National Population Register, credit registers and registers kept by the police and security authorities. Reference statements may also be obtained. The information you provide will be used solely to evaluate security clearance and authorisation. The information will not be used for any other purposes and will be treated with total confidentiality, cf. the Security Act, sections 20 and 21.

If there are any changes in relation to the information you have stated on the form it is your duty to inform your authorising authority. This applies throughout the clearance period, cf. the Security Act, section 24, first paragraph.

Inadequate completion of this form may be interpreted as withholding information from the Security Clearance Authority, and may lead to a negative clearance decision. A negative clearance decisions may be appealed to the Security Clearance Authority. The individual may also lodge a complaint with the EOS Committee.

The completed form may be processed electronically. Write clearly, preferably in capital letters. Keep each letter and each number inside the field on the form and leave a space between names/words. Answer all questions and demands for explanations. Do not mark or cross out unused sections in the form.

This form contains a number of YES/NO questions. If you answer YES in any of these you must provide a detailed explanation in the correct section of the form. If lack of space for explanations use section 23, or a separate sheet of paper if necessary.

<b>Vetting</b>		
<b>Clearance required</b>	<b>Provide details on</b>	
- CONFIDENTIAL (C) - NATO CONFIDENTIAL (NC)	The individual	Norwegian social security number - 11 digits - must be provided for all relatives included in the vetting at the specified clearance level.  <u>Exception:</u> In cases where the individual requested for a security clearance, or his/hers relatives, are foreign citizens without a Norwegian social security number, only date of birth is required.
- SECRET (S) - NATO SECRET (NS)	The individual and current cohabitant/spouse/partner.	
- TOP SECRET (TS) - COSMIC TOP SECRET (CTS)	The individual and all relatives (definition of relatives under).	

<b>Relatives</b>
<p>Relatives in this context mean:</p> <ul style="list-style-type: none"> <li>• Current cohabitant/spouse/partner (section 13).</li> <li>• Previous cohabitant/spouse/partner (section 14). If you are separated/divorced/dissolved cohabitation/partnership <b>the last 3 years</b> – please provide information about the person(s) you were related to. Use a separate sheet of paper if more than one.</li> <li>• The other parent of joint children (section 15): If you have children under the age of 18 with person(s) that are not specified in the in section 13 or 14, list the person(s) here. If more than one parent of joint children, use separate attachment.</li> <li>• Parents (section 16 and 17): List your legal parents. If you are adopted, your adoptive parents are your legal parents.</li> <li>• *Step- or foster parents (section. 18 and 19): May be in addition to parents, or the only caregivers.</li> <li>• Children, also *step- or foster children (section 20). Adoptive children equal biological children.</li> <li>• Siblings, also half-, *step- or foster siblings (section 21). Adoptive siblings equal biological siblings. *The No NSA definitions on step- and foster family are stated on page 8 in the personal particulars form.</li> </ul> <p>If you are not in contact with one or more of your relatives or for other reasons can not obtain information about these, please explain this in section 23. <b>If any of your relatives are no longer living, write the name of the person only.</b></p>

<b>2 Personal details</b>	
2.1/ 2.2	State your personal identification number. If you are a foreign citizen without a Norwegian personal number, state date of birth (dd.mm.yy). Remember to check off for your gender.
2.3	Example: - If your name is Tom Holt Ryan, write <b>Ryan</b> in section 2.3. Tom Holt is to be written in section 2.4.
2.4	- If your name is Tom Holt-Ryan, write <b>Holt-Ryan</b> in section 2.3. Tom is to be written in section 2.4.
2.5	Your actual <b>residence address</b> must be provided, and from what year this has been your actual address. This is regardless of your postal address.
2.6	
2.7	
2.8	
2.9	
2.10	Is only to be stated if your postal address deviates from your residence address. State from which year you have had your current postal address.
2.11	
2.12	
2.13	
2.14	
2.15	At least one phone number must be stated.
2.16	
2.17	Remember to state both town/place and country of birth.
2.18	
2.19	Stating your e-mail address is optional.
2.20	Only one nationality is to be stated. With dual citizenship – answer YES to section 2.22 and state your second citizenship at this section.
2.21	State the date you received your current citizenship.
2.22	If you hold citizenship from other countries – if so, state which and from what date. If you hold more than two citizenships use a separate sheet.
2.23	If you previously have held citizenships of other countries – state if so which, and the date of termination.
<b>Living abroad/residential address outside Norway</b>	
If you have been living abroad for a total of one year or more within the same country, during the last 10 years, state complete address (es). This may include a stay that exceeds one year or it may be <b>several</b> periods that together <b>add</b> up to more than one year (ex. studies abroad). However, these must be within the <b>same country</b> and in the <b>last 10 years</b> .	
2.24	Home address abroad implies addresses <b>outside of Norway</b> .  State <b>full home address: street/street number/house number</b> . PO box address is not sufficient. The name or address of an academic institution, embassy or military division is not sufficient.
2.25	Postal code/zip code is a code that helps postal services sorting mail automatically. The code structure and the code area coverage vary from country to country.
2.26	State city/town/suburb
2.27	State country
2.28	Ex. 09/08 to 11/09

<b>3 Marital Status</b>	
3.1	One check off only. It is your current marital status that is to be stated. <ul style="list-style-type: none"> <li>Ex. If previously divorced, with new cohabitant – check for cohabitant.</li> <li>Ex. If single, with a cohabitant – also check for cohabitant.</li> </ul> <p>Cohabitants: Persons living together in a marriage-like relationship, with common household exceeding three months.</p> <p>If entering a new cohabitation, marriage or partnership, the holder of a valid security clearance is obliged to report this to the security clearance authority. Revalidation will then be carried out cf. the regulations on personnel security §4-8,4. paragraph.</p>

<b>4 Information on Family</b>	
4.1/	State whether you have children (including step/adopted/foster children) and/or siblings (including half/step/adopted/foster siblings) and how many.
4.2	

5 Higher Education	
5.1	
5.2	If you have multiple degrees at the same level, state the last two. Also state the country where the degree/study was conducted, as well as time specification (from year – to year)
5.3	
5.4	
6 Employment During the Last 10 Years	
6.1	State current employer including address/work place, country, title and time specification (mm/yyyy)
6.2	
6.3	
6.4	
6.5	State your last three previous employers including address/work place, country, title and time specification (from – to mm/yyyy)
6.6	
6.7	
6.8	State your most recent employment on top.
7 Criminal Offences etc. in Norway or Abroad	
<p>The word “ever” implies every offence, both past and present, regardless of how old the offence is. All criminal offences are to be stated, regardless of appearance in police reports etc. If you have questions regarding this, please contact your security clearance authority.</p> <p>If you answer YES to any of the questions below, please explain the circumstances, including when the case occurred and what the outcome was. If the case is not yet resolved, please provide information about the case status.</p>	
7.1	<p><b>Reported to the police:</b> Report to the police is the formal act which is done when a juridical person promotes a matter for the police about crimes.</p> <p>Provide all complaints that are filed against you either by the police or others. You must indicate reports even if they have been withdrawn or dropped. Also inform about cases where you know or think you might be listed as a suspect.</p>
7.2	<p><b>Criminally charged:</b> The suspect is charged when prosecuting authority has declared him charged, or when the injunction against him has been initiated by the court, or it is decided to make an arrest, search or similar measures aimed at him.</p> <p><b>Charged/indicted:</b> The status of being charged is given to you when the indictment is issued. The same status will be given to you when a non-accepted fine is forwarded to the court for conviction, cf The Criminal Procedure Act § 268.</p> <p>Also provide information about charges/indictments that later has been dropped.</p>
7.3	<b>Case involving the police that have been dropped:</b> Prosecuting authority has chosen to close the case without further reaction.
7.4	<p><b>Conflict Council:</b> Trial and decision of certain types of criminal cases. Criminal cases decided in conflict council are registered in police records.</p> <p>Civil cases with no involvement from the police do not need to be specified.</p>
7.5	<b>Dismissed criminal proceedings:</b> Prosecutor fails to prosecute a criminal act, even if the accused is considered to be proven guilty (The Criminal Procedure Act § 69).
7.6	<p><b>Fine:</b> Is to be used when the prosecuting authority finds that a case should be decided by fine and/or by confiscation, rather than to prosecute.</p> <p><b>Minor fine:</b> Decision for small offenses, i.e speeding ticket that, usually adopted on the spot. Can in some cases be issued later – ie. by automatic traffic control.</p> <p>Both fine and minor fine is to be stated in the form.</p>
7.7	<p><b>Convicted:</b> A verdict is a legal decision made by court. In criminal cases the verdict will determine whether the accused is guilty or not, and what sentence he may be imposed.</p> <p>Provide all sentences/verdicts given to you, regardless of the outcome. Thus, you are requested to provide both summary trial on a plea of guilty and sentence given in the last trial. State unconditional sentence (sentence of imprisonment), suspended sentence (sentence of imprisonment with probation), and community service.</p>
7.8	<b>Disciplinary code violation or disciplinary sanctions:</b> Reactions from your employer in an employer relationship. Disciplinary code violation is military reaction. A disciplinary sanction is a written reprimand, loss of seniority or lowering of ranks.

<b>8 Financial Situation</b>	
8.1	<p><b>Good:</b> You have no problems in servicing your current expenses, bills are paid on time and your financial situation can handle unexpected expenses and/or a foreseeable increased interest rate.</p> <p><b>Manageable:</b> Your ongoing expenses are in control, however, unforeseen expenses can cause problems, or you periodically obtain debt by spending more money than you earn, or your financial situation will not be able to handle a foreseeable increased interest rate, or you obtain consumer loan to handle your ongoing expenses/other debt.</p> <p><b>Hard/difficult:</b> Your ongoing expenses generally exceed your income.</p> <p><b>Don't know:</b> You have no general view of your financial situation.</p>
8.2	<p><b>Creditor</b> is one who has a financial claim against you, e.g. a bank which has loaned you money, or a company/firm you owe money. <b>Enforcement</b> means that creditors' claim is enforced with assistance from the government. <b>Economic demands</b> means to owe someone money. Indicate whether you have had any issues as a debtor (one who owes money to a creditor) where legal action has been taken against you). If you have had any payment arrangements with at debt collection company or creditor, indicate these.</p>
8.3	<p>Bankruptcy quarantine – if reasonable grounds for suspicion against a person for a criminal offence linked to bankruptcy or the activities that have led to insolvency (imbalance and inability to pay debts), bankruptcy quarantine may be imposed. To justify quarantine, the offense must be related to the business or have been committed in connection with the bankruptcy. The decision to impose bankruptcy quarantine is made in the district court. Address when and why you have been imposed to bankruptcy quarantine, and if the quarantine is still valid.</p>
8.4	<p>State the amount of debt you have incurred to finance gambling, or to cover losses in gambling. Also indicate whether you have defaulted on this debt. Describe how the debt has affected or is affecting your financial situation. Provide information on how you finance or have financed gambling.</p>

<b>9 Alcohol, drugs and doping</b>	
9.1	<p>"Normal" is not sufficient. I.e. indicate quantity and frequency, and in what circumstances you would consume alcohol. If your consumption creates any problems for you, it is important that you state this.</p>
9.2	<p>State if you are using or have been using drugs. If yes, state when and under what circumstances. Also describe your attitude toward drugs. In legal terms, drugs refer to the illegal substances listed in the "list of narcotics". The list is compiled by the Norwegian Medicines Agency of Substances.</p>
9.3	<p>State if you are using or have been using doping. If yes, state when and under what circumstances. Also describe your attitude towards doping. Doping is explained as drugs to enhance performance. Tissue-building preparations (e.g. Anabolic androgenic steroids), drugs that stimulate the central nervous system and blood doping are the most commonly used doping preparations. A complete list of substances considered doping can be found at <a href="http://wada.com">wada.com</a>.</p>
9.4	<p>State if you the past 10 years have received oral or written complaints/reactions regarding use of alcohol, drugs or doping.</p>
9.5	<p>State if you in the past 10 years have been involved in a negative incident where drugs had a contributory factor in the events. E.g. violence, harassment etc. Drugs imply alcohol and narcotic drugs.</p>
9.6	<p>State if you in the past 10 years have used doping and/or illegal drugs, e.g. narcotics. How often, or how many times did you use illegal drugs, and what drug? When was the last time you used doping or drugs?</p>
9.7	<p>State if you in the past 10 years have applied for medical or other help for problems concerning alcohol, drugs, doping or abuse of medicines. Also state when.</p>

<b>10 Information on Health</b>	
10.1	<p>State if you have applied for, or received treatment for mental disorders that may be of relevance concerning security clearance, i.e. disorders affecting loyalty, reliability and sound judgments.</p>
10.2	<p>State if you have a disease that may be of relevance concerning security clearance by affecting your loyalty, reliability and sound judgments.</p>
10.3	<p>State if you are in regular use of drugs that may affect your judgments. E.g drugs that include side effects that involves different degrees of confusional state, difficulties in concentrating etc. Also state if lack of taking prescription medicine may affect your judgment.</p> <p>Check important information on prescribed medicine that you take regularly. Contact medical staff for further information.</p>



<b>11 Relationship to Other Countries than Norway</b>	
11.1	State if you at any given time have had financial assets abroad of significance to your personal economy. <b>Other</b> financial assets abroad may include business, wage/salary, scholarship, benefits etc. <i>Mutual fund interests, shares in multinational companies, bank deposits and loans etc. do not need to be stated.</i>
11.2	State if you send/receive money to/from other countries. Specify country and purpose. <i>The question does not include support of international humanitarian organizations or payment for legal goods and services.</i>
11.3	State if you have ever been employed or performed service or mission for other governments. Specify country and relation. E.g. completion of or appliance to military service or other possible employments in other governments.
11.4	State if you have had formal or informal contact, whether you have contacted or been contacted by another state representative from an embassy/consulate in Norway or abroad. <i>The question does not apply in context to ordinary application for visa.</i>
11.5	State if you have had continuous residence for three months, or repeated short stays in other countries. Specify country/ies and purpose/s. <i>Addresses are not needed. Stays exceeding one year should not be stated here, but are to be stated in section 2.24 to 2.28. Vacation travels are not to be listed.</i>
11.6	State if you hold a valid passport from another country. Specify country.
11.7	State if you e.g. have other affiliation to other governments, although not necessarily related to citizenship or other family attachment. Also state any connection to organizations, network/s or similar actors in other states that you think may be a security risk by pressuring, threatening, tempting or misleading you into act contrary to security interests.
<p><b>Relatives:</b> Spouse, partner, cohabitant (hereunder previous cohabitants, spouses, partners the last three years), parents (hereunder step/foster parents), children (hereunder step/foster children) siblings (hereunder half/step/foster siblings).</p> <p>If you answer Yes to any of the questions in section 11.8 to 11.13 about your relatives, please provide a detailed explanation about who it applies to, and the relationship/circumstances it concerns in the explanation section below.</p>	
11.8	State if your relatives at any given time have had financial assets abroad of significance to their personal economy. Other financial assets abroad may include business, wage/salary, scholarship, benefits etc. <i>Mutual fund interests, shares in multinational companies, bank deposits and loans etc. do not need to be stated.</i>
11.9	State if any of your relatives sends/receives money to/from other countries. Specify countries and purpose. <i>The question does not involve support of international humanitarian organization funds or payment of legal goods and services.</i>
11.10	State if any of your relatives have ever been employed by, possibly served for or completed a mission for other governments. Specify state and relation. E.g. appliance/completion of military service, or other employments in other states/governments.
11.11	State if any of your relatives have or have had citizenship/s or valid passport/s from other countries. Specify country.
11.12	State if any of your relatives has had an emotional attachment to other states independently of citizenship or other family connection. Also state if any relatives are connected to organisations, networks or similar actors in other states you have reason to believe could lead to security risks by pressuring, threatening, tempting or leading them into act contrary to security interests.
11.13	State if any of your relatives have residence outside the Nordic countries. Specify country and time.

<b>12 Other security information – The Individual and Relatives</b>	
12.1	Foreign intelligence work long-term and creatively, and can use their relations (hereunder social, professional and economic relations).  The same working methods are also used by organizations/groups connected to terror or other security threatening activities.  It is therefore important that you think closely whether you have had such contact, and state this.
12.2	Organized crime networks have an interest in information to reach their goals. They might exploit relations (hereunder social, professional and economic relations).  It is therefore important that you think closely whether you have had such contact, and state this.
12.3	See 12.1 and 12.2. If YES; provide detailed explanation to who it applies, and subject matter in the text box below section 12.
12.4	If YES; provide detailed explanation to who it applies, and subject matter in the text box below section 12.
12.5	Explain what you believe is relevant in this context.

<b>13, 14, 15, 16, 17, 18, 19, 20, 21 Information on relatives (see definition of relatives in section 2 in the guidance form)</b>	
.1	Relatives' first name/surname. It is also important to list <b>previous</b> names. This applies especially when vetting outside Norway is needed.
.2	Full personal identification number is to be listed for all relatives included in the personal particulars control at stated clearance level. If he/she is a foreign citizen without a Norwegian personal identification number state date of birth (dd.mm.yyyy).
.3	
.4	In what city/place is your relative born?
.5	In what country is your relative born?
<b>Citizenship:</b> If any of your relatives hold or have previously held a foreign citizenship, the person should be specified in the form regardless of clearance level.	
.6	Only <u>one</u> current citizenship is to be stated here. If he/she has dual citizenship – answer YES to the question: "Does he/she hold valid citizenship from other countries?" and specify country.
.7	The date for current citizenship is the date he/she got his/hers citizenship.
.8	If uncertain of whether he/she have or previously have held citizenship from other countries, answer YES, and provide more information in section 23.
.9	
<b>Residence abroad:</b> If any of your relatives have had a foreign stay within the same country that added exceeds one year or more – in the last 10 years, this must be stated. This may involve one stay that exceeds one year, or it can be several that added exceeds one year (e.g. studies abroad). This has to be within the same country and in the last 10 years.	
.10	Addresses abroad imply addresses outside of Norway. State full resident address: street name/street number/house number. PO box address is not sufficient. Name of, or address of an academic institution, embassy or military department is not sufficient for foreign vetting. In cases where relatives' foreign stays match the main persons address (both address and time) it can be referred to the main persons address instead of writing the address several times.
.11	Postal code/zip code is a code that helps postal services sorting mail automatically. The code structure and the code area coverage vary from country to country.
.12	State city or place (postal place)
.13	Country
.14	E.g. 09/2008 to 11/2009
.15	Do you have children with your current cohabitant/spouse/partner, or with previous (within the last three years) cohabitant/spouse/partner? If you have children under the age of 18 with others than these two relations, state this person(s) under section 15. – Parent of joint children.
.16	Date of any separation/dissolved cohabitation.
.17	Date of any divorce/dissolved partnership.

**22 References**

- List two persons for references. One related to education or work, and one from private context.
- References cannot be relatives.
- References must live in Norway.
- References should be over the age of 25.

If it is not possible to list references as mentioned above, inform about this in section 23.

**23 Notes/comments from the individual**

This section is for additional comments and information. If you need more space, numbered attachments need to be used.

**24 Number of attachments**

If you need more space than what the form provides, you need to use numbered attachments. Number all attachments, and state the total number in this field.

**25 Signature of the Individual**

Here you sign to declare that you have read the guidance form, and that you conscientiously and by the best ability have answered the questions in the form. By this signature you agree to personal particulars control.

You also sign to declare that you understand that if your information is incorrect, misleading or incomplete this may lead to no clearance.

**26 Clearance decision**

This is for the Security clearance authority only. To be filled after decision on clearance.

**27 Revalidation**

Every form may be used twice. This section is to confirm that you carefully have gone through the form before revalidation. Check off one of the blanks in this section. If you have made any changes somewhere in the form, you must state in what section you have made the changes. You write this in the free space section (section 23).