



Supplier Attachment

To be submitted along with the Personal Data Form. One supplier attachment for each security clearance applicant.

Must be filled in	Date of birth & ID no. (11 digits) of security clearance applicant	Family name	Given name

Important information for suppliers of classified procurements

The Supplier Attachment shall only be filled in if the supplier is included in a classified procurement and the supplier has the authority responsibility. The need for supplier attachment lapses if the requester is the person in charge of authorisation.

Before the security clearance applicant receives the Personal Data Form to complete, the person in charge of authorisations shall fill in the clearance level that the applicant requires. This shall be done on **Page 2 of the form** under "*Important information for the security clearance applicant*".

The security clearance applicant fills in the Personal Data Form and sends it to the person in charge of authorisations. The person in charge of authorisations shall fill in the Supplier Attachment (for guidance on filling in point 1.1 and 1.2, see the first page of the Personal Data Form under the point named *Important information*).

The person in charge of authorisations shall keep on file the Personal Data Form in the personnel security folder. The completed Supplier Attachment shall be sent with a copy of the Personal Data Form to the requesting entity. The documents shall be sent as provided in section 6-7 of the regulations relating to personnel security. The Supplier Attachment shall be placed outside the innermost packaging.

1.1 Supplier

Supplier	Procurement authority	Reg. no.

The requester shall cross off for which clearance level and type of clearance (National/NATO) is requested for the person for whom security clearance is sought. The requirement must be reasoned and service related.

CONFIDENTIAL (C) <input type="checkbox"/>	NATO CONFIDENTIAL (NC) <input type="checkbox"/>	Indicate duration of the clearance requirement. This applies in particular to brief assignments, etc. Max. validity period is five years.			
SECRET (S) <input type="checkbox"/>	NATO SECRET (NS) <input type="checkbox"/>	One year <input type="checkbox"/>	Two years <input type="checkbox"/>	Three years <input type="checkbox"/>	Four years <input type="checkbox"/>
TOP SECRET (TS) <input type="checkbox"/>	COSMIC TOP SECRET (CTS) <input type="checkbox"/>	Five years <input type="checkbox"/>	Or to this date (max five years)		

1.2 Basis for requirement: state the legal provision on which the need for clearance is based

1.2.1 Section 19(2) of the Security Act. (Actual access to sensitive information at indicated level)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2.2 Section 17(b)(4) of the Security Act. See section 3-6 of regulations relating to object security. (Access to sensitive object)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2.3 Section 5-15 of regulations relating to information security. (Administrator rights and physical access to server room)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2.4 Section 19(3)* of the Security Act (Risk of accidental access)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2.4.1 Section 6-8 of the regulations relating to information security. (Protected area)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2.4.2 Section 6-9 of the regulations relating to information security. (Barred area)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Before the request can be processed, one or more of questions 1.2.1 to 1.2.4 must be answered **Yes**. Justify and present documentation of the need for clearance, and describe below the work tasks, relevant assignment or project.

**If the legal basis for the requirement is section 19(3) of the Security Act, measures that have been initiated to prevent access shall be described on a separate sheet of paper, if necessary.*

Description, point:	

1.3 Is there any other relevant security information related to the person requiring clearance?

No Yes If yes, enclose documentation with the application form.

1.4 Has the requester checked that all closely related persons who fall under the personnel vetting for the indicated clearance requirement have been listed in the Personal Data Form?

No Yes If no, return the form to the main person for correct completion before it is forwarded to CA.

1.5 Date, signature and stamp of (supplier)	1.6 Total number of attachments to this form
1.7 Name and position in block capitals (ref. signature in point 1.5) Telephone no.:	