





Change of Personal Circumstances Questionnaire



Important: Please read the notes on Page 3 before completing the form.

Please read the following instructions carefully.

You should complete this form if you hold a security clearance (Developed Vetting (DV), Security Check (SC) or Counter-Terrorist Check (CTC)), under the following circumstances:

- When you get married, enter a Civil Partnership or start living with a partner as a couple.
- If you hold a DV clearance, when a new co-resident begins living with you in shared accommodation.
 - "Co-resident" means a lodger, flat-mate, etc. but not someone living in the same Service accommodation or hostel. There is no need to report a change of co-resident if you hold SC or CTC clearance.

Everyone must complete sections 1-3 of this form.

Question 1b asks you to state the reason for the change of personal circumstances that you are reporting.

- If you are reporting that you have married, that you have contracted a civil partnership or that you are living with a new partner, you should complete Section 4.
- If you hold a DV clearance, you should then go on to complete Sections 5, 6 and (if applicable) 7. There is no need to complete Sections 5, 6 and 7 if you hold an SC or CTC clearance.
- If you are reporting a change of Co-Residents (anyone aged 18 or over living with you in shared accommodation, e.g. lodgers, flat-mates, etc), please complete Section 8.

How to complete this form

Surname (now):

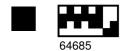
The information you provide will be scanned electronically so please ensure you only write inside the white boxed areas. Do not mark or strike through any other areas of the form. If completing by hand please write in **BLACK INK** using **BLOCK LETTERS**. Keep each character within the boxes on the form and leave one space between names/words. If an answer will not fit in the space provided, please enter your answer on the continuation sheet (page 13). If you make a mistake, please do not correct it but delete it by filling in the relevant box as in the example below. Please do not use correcting fluid.

Ensure you answer ALL the questions. You can use the abbreviation NA (Not Applicable). If a question does not apply to you, write
NA in the first two boxes only of the relevant question. Not Known - If you do not know the answer, or you cannot provide the
information needed, write NOT KNOWN in the first line only of the relevant question. Please provide an explanation why the

information is unknown to you in the appropriate boxes or on the continuation sheet (page 13). Unanswered questions or Not Known replies may cause delay to the processing of this questionnaire.



1. General Details	3		
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b. Reason for Change Circumstances:	of Personal	Marriage / Civil Partnership / Living with a new partner	
		Change of Co-residents (DV only)	
2. Your Details			
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STATEMENT OF HMG PERSONNEL SECURITY AND NATIONAL SECURITY VETTING POLICY

Minimum Personnel Security Controls

1. It is HM Government's policy that all areas of government and the national infrastructure should include in their recruitment processes certain basic checks. These checks include verification of the applicant's identity, employment history, their right to work in the UK and, if appropriate, checks of any unspent criminal records. Within government these controls are described in the Baseline Personnel Security Standard. In addition, the Centre for the Protection of National Infrastructure (CPNI) produces a range of relevant guidance on personnel security and makes similar advice available to the wider national infrastructure.

National Security Vetting

- 2. National security vetting comprises a range of additional checks and may be applied where a risk assessment indicates it is proportionate to do so. The risk assessment process takes account of the access an individual may have to sensitive assets (physical, personnel or information) at risk from a wide range of threats. These threats include: terrorism, espionage, or other actions that could threaten the United Kingdom. The requirements of international agreements concerning the protection of allies' information may also inform such assessments.
- 3. It is government policy that individuals should not be expected to hold an existing security clearance in order to apply for posts that require vetting, except where such posts are short term and need to be filled urgently.
- 4. There are three different types of national security vetting clearance: Counter Terrorist Check (CTC), Security Check (SC) and Developed Vetting (DV). Before any such clearance is undertaken the requirements of the Baseline Personnel Security Standard must be met. Whilst the information required and the range and depth of checks undertaken at each level may vary, they are all intended to allow Government departments and agencies, the Armed Forces and police forces to assess whether individuals who are to be employed in sensitive posts or critical functions might represent a security risk either directly or indirectly.

Checks

- 5. Individuals subject to national security vetting (including UK nationals taking up sensitive posts in international organisations) will be asked to provide via questionnaire personal information about themselves, partners, family members and other associates. It may be checked, and retained for future checks, against:
 - Relevant personnel records held by the employing department or company
 - Criminal records (both spent and unspent as defined by the Rehabilitation of Offenders Act 1974)
 - Information held by the Security Service.
 - · Credit reference agency records
- 6. The process may also take account of:
 - · Financial circumstances generally
 - Third party character references
 - · Any medical considerations that could give rise to security concerns
- Interviews with the vetting subject and referees may be carried out to establish good character and to verify information that has been provided.

Decision Making

- 8. National security vetting decisions may only be taken by Government departments, agencies, the Armed Forces or police forces. All the available information is taken into account to reach a reasoned decision on an individual's suitability to hold a security clearance.
- 9. Security clearances may be refused or withdrawn where:
 - There are security concerns related to an individual's involvement or connection with activities, organisations or individuals associated with the threats described in this Statement (or any similar new threats that emerge);
 - Personal circumstances, current or past conduct indicate that an individual may be susceptible to pressure or improper influence;
 - Instances of dishonesty or lack of integrity cast doubt upon an individual's reliability;
 - Other behaviours or circumstances indicate unreliability.
- 10. Wherever possible existing employees will have an opportunity to discuss, comment on and challenge any adverse information that arises. However in certain circumstances it may not be possible to share such information as this could compromise national security, the public interest or third party confidentiality.

Avenues of Appeal

- 11. Existing employees who are subject to national security vetting and either refused a security clearance or whose clearance is withdrawn may appeal against such decisions. All departments and agencies that carry out national security vetting must provide for an internal appeal process. Where individuals remain dissatisfied they may appeal to the Security Vetting Appeals Panel, an independent body.
- 12. The Panel will consider the case, review the information and invite the appellant and the organisation to make representations. The Panel will make recommendations to the Head of Department or organisation in the light of its findings as to whether the decision should stand or be reviewed. The Panel may also comment on the security vetting procedures and adequacy of the internal appeal arrangements.
- 13. There are no national security vetting appeal routes for applicants for employment who are refused a security clearance. Separate arrangements exist for applicants, employees and contractors of the security and intelligence agencies, who may complain to the Investigatory Powers Tribunal. Any individual may apply to an Employment Tribunal if they feel that they have been discriminated against in any part of the recruitment process.

Ongoing Personnel Security Management

14. The national security vetting process provides an assessment of the vetting subject at the time the process is carried out but active ongoing personnel security management is required to ensure that a security clearance maintains its currency. As a minimum this will involve active consideration of the vetting subject's continuing conduct in respect of security matters; it will also require checks to be repeated at regular intervals.

Please note that any information provided will be treated in strict confidence. In cases where a potential risk is identified, and a decision taken to 'manage the situation' rather than refuse security clearance, those tasked with managing that risk will need the appropriate information in order to do this effectively.

Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of unreliability and will be taken into account when assessing your suitability for security clearance. It is therefore in your own interests to be honest and open in the information you provide in this questionnaire.







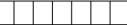
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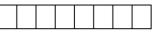


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7. Details of PARTNER's other Parents, Adoptive Parents, Foster Parents, Step-Parents or Legal Guardians (if applicable) (DV only)

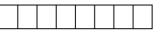
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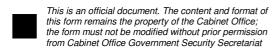
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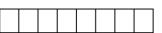






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8. Details About Your Co-Residents (DV Only)

This information is ONLY required if you hold a DV clearance.

Please give details of anyone aged 18 or over living with you in shared accommodation (e.g. lodgers, au-pairs, flat-mates, etc). You need not enter details of your partner or of anyone you have already included in this questionnaire. Do not enter details of those who live in the same hostel or shared Service accommodation.

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Continuation of Answers

IMPORTANT: When providing additional information please write the Question Number against each answer and provide all the information requested in the original question.

Question Number	





Declaration

I declare that I have read and understood the statement of HM Government's policy on vetting on page 3 of this questionnaire.

I understand that in accordance with this policy the personal information that I have provided on this form about myself, my partner and their family will be submitted for checking against national criminal and security records and that, a check against credit reference agency records and investigations into my financial circumstances will also be carried out. I understand, too, that the information provided may be subject to ongoing checks where they are necessary and proportionate.

I declare that the information I have given is true and complete to the best of my knowledge and belief, and I understand that any false statement or deliberate omission in the information I have given in this questionnaire may disqualify me from employment (including employment in connection with Crown contracts if applicable) or make me liable to disciplinary action, which may include dismissal.

I undertake to notify any material changes in the information I have given above (e.g. change of partner) to the Personnel or Security branch concerned.

Important: Data Protection Act 1998. This questionnaire asks you to supply "personal" and "sensitive personal" data as defined by the Data Protection Act 1998. You will be supplying this data to the appropriate vetting authority where it will be processed exclusively for the purpose of security vetting, in accordance with HM Government's vetting policy, save that, in the highly unlikely event that data supplied by you discloses or suggests that a criminal offence has occurred or is likely to occur, when the vetting authority may pass on that information alone to the appropriate person(s). Subject to this, the vetting authority will protect the information which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

By signing the declaration on this page, you are explicitly consenting for the data you provide in this questionnaire to be processed in the manner described above.

If you have any concerns about any of the questions we ask, or what we will do with the information you provide, which are not answered by the guidance notes please contact the person who issued this form for further information.

Note: Please review the form BEFORE SIGNING to ensure that all questions have been fully answered.

When you have completed the form, please send it to the Vetting Authority.

	Day	Month	Year
For use by the Vetting Authority:			
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I confirm that this form is submitted in accordance with the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of Her Majesty's Government of the stated policy of the stat	nent.		
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