# Internal appeal form following refusal/withdrawal of security clearance

Who should complete this form?

This form should be completed by individuals engaged in work for the MoJ who:

1. have had their security clearance refused / withdrawn; and
2. have a right to appeal this decision.

If you are not sure that you have a right to appeal, please see the Vetting Appeals Guidance.

Where should the form be sent?

Completed forms should be sent to the Permanent Secretary, at the address provided to you in the letter which formally notified that your security clearance was refused / withdrawn. Appeals submitted by a third party on your behalf will not be accepted.

**PART A: Your details**

Surname:

Forename(s):

Date of Birth:

Your current home address:

Any temporary address:

Contact telephone number:

Email address (for correspondence):

Department / Organisation:

Job title:

Please confirm you are content to receive correspondence by email at the email address you have provided above:

Select check box YES

Select check box NO

If no, please let us know where you would like correspondence sent?

Are you appealing against refusal / withdrawal of your security clearance?

Select check box YES

Select check box NO

If yes, what levels of security clearance were refused / withdrawn?

Do you wish to present your case in person at an appeal hearing?

Select check box YES

Select check box NO

Do you wish to be accompanied at the hearing by a member of staff or TUS representative?

Select check box YES  (Please provide details)

Select check box NO

If yes, please provide details of the individual who will accompany you:

**PART B: Details of your appeal**

For your appeal, you should provide a full rationale, with supporting facts if necessary, and include any information/documentation that may assist your appeal. Typically, an appeal submission might include information that was not previously available when the original clearance decision was made, where this information is materially relevant to your case. Use a continuation sheet if necessary.

**PART C: Declaration**

I declare the information given above is true and complete to the best of my knowledge and belief.

Signature of appellant: