



## Important information for Clearance Subjects

- The Clearance Subject is the person applying for a security clearance.
- Complete the ePack in full. Check that everything has been answered and considered carefully.
- If you do not understand a question ask your Security Officer (SO), Agency Security Adviser (ASA) or contact the Client Service Centre on 1800 640 450 or by emailing [securityclearances@defence.gov.au](mailto:securityclearances@defence.gov.au)
- Some forms require both your signature and that of a witness. Note that all forms that require a witness require you to sign in front of your witness, and then have the witness sign on the same date. A witness needs to be a person over the age of 18 who either knows you personally or is satisfied as to your identity. If you make any amendments to these forms, both yourself and your witness must initial those changes. These forms should be sent to the AGSVA address detailed in the section of this document titled "Returning the Security Clearance Application".
- The AGSVA recommends you retain a copy of these forms once completed for your own records.
- **DO NOT provide amendments, corrections or additional information in a handwritten format or as attachments to the required documents. To ensure the integrity of your personal information the AGSVA requires all of your personal details to be entered and submitted by you through the ePack system.**

## Forms to be included in the Security Clearance

The ePack is to be completed by you, the Clearance Subject, and submitted electronically to the AGSVA. There are four forms detailed below that you are to print, complete and sign. Once completed, the forms are to be returned to the AGSVA.

**Please note** the AGSVA will NOT begin the clearance process until the forms are received.

*Information sheet to be read before proceeding, but kept for your records:*

Read      Attached

**Form SVA 023** – Rights and Responsibilities of Personnel Undergoing a Security Clearance Process

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### **Forms to be printed, signed and submitted to the AGSVA:**

**Form SVA 100** – Security Clearance Informed Consent (must be signed and witnessed on same date)

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**Form SVA 084-1** – National Police Checking Service (NPCS) Application Form

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**Form SVA 041** – Statutory Declaration (must be signed and witnessed on same date)

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## Personal documentation required

If all of the personal documents requested are not available when the Security Clearance application is being completed, provide an explanation on the form SVA 041 - Statutory Declaration, detailing when the missing documentation is expected to be available, or why it cannot be provided.

Any personal documentation supplied for a previous security clearance assessment conducted by the AGSVA DOES NOT need to be provided again unless requested.

**Please Note:** If any of your personal documents are in a language other than English, you must obtain a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). Please then supply the untranslated copy along with the translated copy.



**FOR OFFICIAL USE ONLY**  
**SENSITIVE: PERSONAL** (after first entry)  
**SCHEDULE OF REQUIREMENTS**  
**Negative Vetting Level 1**

The submitted security clearance application must be accompanied by copies of the following documents unless previously provided for a security clearance assessment conducted by the AGSVA:

	Not attached	Previously supplied	Attached	Not applicable
<b>Full birth certificate</b> containing, as a minimum, your parents' details (an Extract of Entry is not acceptable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>As you were born in Australia on or after 20 August 1986</b> , you are required to provide additional evidence of your Australian Citizenship. For suitable forms of evidence to meet this requirement please follow this link <a href="https://www.agsva.gov.au/resources">https://www.agsva.gov.au/resources</a> and open the Citizenship Requirements for People Born after 20 August 1986 fact sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Marriage certificate</b> for current marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Divorce, Decree Nisi or Absolute documents</b> (pertaining to all previous Divorces)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Change of name certificate</b> where there has been a change of name other than as a result of marriage, documentary evidence of such change of name is to be supplied in all instances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Certificates of Service or discharge</b> pertaining to service in the Defence Forces of ANY country.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current licence or identification card or permit</b> issued, under a law of the Commonwealth or a State or Territory which contains an identification a clear identification <u>photograph</u> <b>and</b> legible <u>signature</u> (e.g. drivers licence, proof of age card, government identification card, firearms licence).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OR</b>				
<b>Current Australian passport</b> issued to the Clearance Subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Current Medicare Card</b>				
<b>OR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Current Credit or Account Card issued by a financial institution</b> (please delete the card number and CCV number from the copy you provide)			<input type="checkbox"/>	

Copies of the following documents are required.

	Previously supplied	Attached
<b>Evidence of current residential address</b> (e.g. drivers licence, utility bill, tax assessment notice, council rates, etc). - <b>33 Monalta Drive, Belair</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evidence of one (1) previous residential address in the last ten (10) years</b> (e.g. drivers licence, utility bill, tax assessment notice, council rates, etc). - <b>7 Emma Court, McCracken</b>  - <b>43 Legune Avenue, Leanyer</b>  - <b>5 Gaden Circuit, Jingili</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evidence of one (1) current education</b> (e.g. proof of your enrolment, High School Certificate or academic results). - <b>School of Mathematics</b>	<input type="checkbox"/>	<input type="checkbox"/>



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**Negative Vetting Level 1**

*Copies of the following documents are required.*

	Previously supplied	Attached
<b>Evidence of one (1) previous education in the last 10 years.</b> (e.g. proof of your enrolment or academic results).		
- <b>School of Mathematics</b>		
- <b>University Senior College</b>	<input type="checkbox"/>	<input type="checkbox"/>
- <b>Investigator College</b>		
- <b>Kormilda College</b>		

**Persons List**

The size of this Clearance Request Pack will depend on how many people you have included in your e-Pack - their names and relationship details are included in the checklist below:

Name	Relationship	Checked
Martin Susan Jane	Mother	<input type="checkbox"/>
Martin David Keith	Father	<input type="checkbox"/>
Martin James David	Brother	<input type="checkbox"/>



### Changes in your personal circumstances or correcting your personal information

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If you need to make changes to your information after you have electronically submitted your ePack, you should inform the AGSVA by completing a form **SVA 003 – Change of Circumstances Notification**. This form can be obtained from the AGSVA website at [www.agsva.gov.au](http://www.agsva.gov.au) or by logging in to the ePack.

Changes to be advised to the AGSVA include, but are not limited to, amendments or corrections to your ePack and life changes such as a new partner, a change in employment or address, and recent criminal charges or convictions.

### Returning the Security Clearance application

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AGSVA cannot begin processing your clearance without receiving the following documents. Please ensure all applicable forms are signed and witnessed correctly:

- Form SVA 100 - Security Clearance Informed Consent
- Form SVA 084-1 - National Police Checking Service (NPCS) Application Form
- Form SVA 041 - Statutory Declaration
- Please refer to the checklist above for details of the Personal Documentation required by the AGSVA.

**The preferred method of sending your documentation to the AGSVA is electronic. Your documents can be emailed to [agsva.ncc@defence.gov.au](mailto:agsva.ncc@defence.gov.au)** Please include your name, Clearance Subject ID number and clearance level (CS814123 - Andrew Jonathon Martin - Negative Vetting Level 1) in the email subject line. Please also ensure the document is scanned with a resolution of at least 200dpi.

Alternatively your documentation can be sent via post to:

Australian Government Security Vetting Agency  
Locked Bag 2600  
SPRING HILL QLD 4004

**OR**

Australian Government Security Vetting Agency  
Reply Paid 84658  
SPRING HILL QLD 4004