

RH SQ Edn. 2

Security Questionnaire**CTC** **SC** **RENEWAL**☐☐☐**Important:** Please read the notes on **Page 2 and enclosure** before completing the form.

Read the following instructions carefully.

Please complete the questionnaire in black ink using **BLOCK LETTERS**. Check that you have completed **ALL** the questions and have provided an answer in all the white spaces. Where a question is not applicable or the answer is not known or not easily obtainable, enter **N/A** or **N/K** respectively and provide a brief explanation on continuation page 10/11. Blank spaces or **N/K** responses may cause delay to your clearance. Extra space to answer questions is available on continuation page 10 and 11.

Remember to complete the Declarations on page 7 and 9**General details**

Surname

Full forenames

National Insurance Number

Mobile

Telephone
(Home)Telephone
(Work)

Department/Branch

Job title

Contractor Company full name
and address

Please tick as applicable

Indicate with a tick if you have completed a security questionnaire before.
If you tick **Yes**, please give full details below.

☐**Yes**☐**No**

Type of questionnaire

Issued by

Date completed

If you are using continuation pages please indicate

☐

Please tick as applicable

**THIS QUESTIONNAIRE IS THE PROPERTY OF THE ROYAL HOUSEHOLD AND WILL BE TREATED IN
CONFIDENCE AT ALL STAGES.**

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 a 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)
 - 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
7. 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 The Royal Household, 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.

Failure to disclose relevant circumstance or information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance. It is, therefore, in your own interests to be honest and open in your replies to the questions set out below.

Details about yourself

1 Surname (now) and title (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth)

b. Any other surname(s) used

2 Full forenames

3 Date of birth

Day		Month		Year	
-----	--	-------	--	------	--

4 Town, county and country of birth

5 Nationality Present (including any dual nationality)

Former nationality (if any)

If naturalised give number and date of certificate

If non-UK National, date of taking up permanent residence in UK

6 Full permanent address

Postcode

Since mm/yyyy

7 Have you within the last 5 years:

Please tick as applicable

Yes

No

resided at any other addresses in the UK?

☐
☐

resided outside the UK?

☐
☐

If answered Yes to either question, enter full details to cover the 5 year period, with dates, on continuation pages 10 & 11.

8 Present occupation

Details about your partner

Please enter details of any spouse or other partner with whom you are living as a couple, and/or former partners who have died or from whom you have separated or divorced in the last 3 years. **If deceased**, please enter full details in the boxes below but give nationality at death in question 13 and year of death in question 14 with the address they resided until this time.

Use continuation pages 10 and 11 as necessary.

9 Surname (now) and title (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth)

b. Any other surname(s) used

10 Full forenames

11 Date of birth

Day		Month		Year	
-----	--	-------	--	------	--

12 Town, county and country of birth

13 Nationality Present (including any dual nationality)

Former nationality (if any)

If naturalised give number and date of certificate

If non-UK National, date of taking up permanent residence in UK

14 Full permanent address

Postcode

Since mm/yyyy

15 Have you within the last 5 years:

Please tick as applicable

Yes

No

resided at any other addresses in the UK?

☐
☐

resided outside the UK?

☐
☐

If answered Yes to either question, enter full details to cover the 5 year period, with dates, on continuation pages 10 & 11.

16 Present occupation

If you are using continuation pages please indicate



Please tick as applicable

Details about your parents

Please enter your parents' details in boxes 17-31. As well as your natural parents, please give details (including relevant dates) of any adoptive parents, step-parents or legal guardians. Please enter details of parents' current and/or former partners in the last 3 years where already not given. **If deceased, please enter full details** in boxes below but give nationality at death in questions 21 and 29 and year of death in questions 22 and 30 with the address they resided until this time. Use continuation pages 10 and 11 as necessary.

Father

Relationship (if not natural parent)

17 Surname (now) and title (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth)

b. Any other surname(s) used

18 Full forenames

19 Date of birth

Day		Month		Year	
-----	--	-------	--	------	--

20 Town, county and country of birth

21 Nationality Present
(including any dual nationality)

Former nationality (if any)

If naturalised give number
and date of certificate

If non-UK National, date of taking
up permanent residence in UK

22 Full permanent address

Postcode

Since mm/yyyy

23 Present occupation

24 Adoption If you were adopted, please give year of adoption

Mother

Relationship (if not natural parent)

25 Surname (now) and title (Mr/Mrs/Ms/Miss etc)

a. Surname (at birth)

b. Any other surname(s) used

26 Full forenames

27 Date of birth

Day		Month		Year	
-----	--	-------	--	------	--

28 Town, county and country of birth

29 Nationality Present
(including any dual nationality)

Former nationality (if any)

If naturalised give number
and date of certificate

If non-UK National, date of taking
up permanent residence in UK

30 Full permanent address

Postcode

Since mm/yyyy

31 Present occupation

If you are using continuation pages please indicate



Please tick as applicable

Your brothers and sisters - SC LEVEL ONLY

Please enter details of brothers and sisters, including those who have died. If deceased, please enter full details in the boxes below giving nationality at death under present nationality, year of death in the address box and former occupation in present occupation. In addition to full brothers and sisters, please include half or step-brothers and half or step-sisters, who should be described as such under 'relationship'. Use continuation pages if needed.

If this section is not applicable to you, please tick here ☐ and proceed to page 6.

	Relationship	Relationship	Relationship																		
	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
32	Surname (now) and title (Mr/Mrs/Ms/Miss etc) <input type="text"/> a. Surname (at birth) <input type="text"/> b. Any other surname(s) used <input type="text"/>	Surname (now) and title (Mr/Mrs/Ms/Miss etc) <input type="text"/> a. Surname (at birth) <input type="text"/> b. Any other surname(s) used <input type="text"/>	Surname (now) and title (Mr/Mrs/Ms/Miss etc) <input type="text"/> a. Surname (at birth) <input type="text"/> b. Any other surname(s) used <input type="text"/>																		
33	Full forenames <input type="text"/> <input type="text"/>	Full forenames <input type="text"/> <input type="text"/>	Full forenames <input type="text"/> <input type="text"/>																		
34	Date of birth <table border="1"> <tr> <td>Day</td> <td></td> <td>Month</td> <td></td> <td>Year</td> <td></td> </tr> </table>	Day		Month		Year		Date of birth <table border="1"> <tr> <td>Day</td> <td></td> <td>Month</td> <td></td> <td>Year</td> <td></td> </tr> </table>	Day		Month		Year		Date of birth <table border="1"> <tr> <td>Day</td> <td></td> <td>Month</td> <td></td> <td>Year</td> <td></td> </tr> </table>	Day		Month		Year	
Day		Month		Year																	
Day		Month		Year																	
Day		Month		Year																	
35	Town, county and country of birth <input type="text"/> <input type="text"/>	Town, county and country of birth <input type="text"/> <input type="text"/>	Town, county and country of birth <input type="text"/> <input type="text"/>																		
36	Nationality Present (including any dual nationality) <input type="text"/> Former nationality (if any) <input type="text"/> If naturalised give number and date of certificate <input type="text"/> If non-UK National, date of taking up permanent residence in UK <input type="text"/>	Nationality Present (including any dual nationality) <input type="text"/> Former nationality (if any) <input type="text"/> If naturalised give number and date of certificate <input type="text"/> If non-UK National, date of taking up permanent residence in UK <input type="text"/>	Nationality Present (including any dual nationality) <input type="text"/> Former nationality (if any) <input type="text"/> If naturalised give number and date of certificate <input type="text"/> If non-UK National, date of taking up permanent residence in UK <input type="text"/>																		
37	Full permanent address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Since mm/yyyy <input type="text"/>	Full permanent address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Since mm/yyyy <input type="text"/>	Full permanent address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Since mm/yyyy <input type="text"/>																		
38	Present occupation <input type="text"/>	Present occupation <input type="text"/>	Present occupation <input type="text"/>																		

If you are using continuation pages please indicate



Please tick as applicable

Co-residents - SC LEVEL ONLY

Please give details of anyone living with you in shared accommodation (this includes lodgers, live-in employees etc). You need not enter below details of your spouse, partner, children or of anyone whose details you have already entered in this questionnaire.

If this section is not applicable to you, please tick here

☐

39 Surname and title (Mr/Mrs/Ms/Miss etc)

Surname and title (Mr/Mrs/Ms/Miss etc)

Surname and title (Mr/Mrs/Ms/Miss etc)

40 Full forenames

Full forenames

Full forenames

41 Date of birth

Day		Month		Year	
-----	--	-------	--	------	--

or approximate age

Date of birth

Day		Month		Year	
-----	--	-------	--	------	--

or approximate age

Date of birth

Day		Month		Year	
-----	--	-------	--	------	--

or approximate age

42 Occupation

Occupation

Occupation

43 Nationality

Nationality

Nationality

Employment in HM Forces

44 Are you now, or have you ever been:

Yes

No

a member of HM Forces/Reserve?

☐
☐

If **Yes**, complete question 45.

If **No**, proceed to question 46.

Please tick as applicable

45 Service

Dates of service

From		To	
------	--	----	--

Rank now or on discharge

Regiment/Corps

Service no

Employment in HM Government Service*

46 Are you now, or have you ever been:

Yes

No

a member of HM Government service?

☐
☐

If **Yes**, complete question 47.

If **No**, proceed to question 48.

Please tick as applicable

47 Present/most recent department or agency

Dates of service

From		To	
------	--	----	--

Grade now or on leaving

* For present purposes this includes employment in UK government departments and agencies, the UK Atomic Energy Authority, British Nuclear Fuels, the Civil Aviation Authority, the BT Group of Companies and the Post Office.

Criminal Convictions

In accordance with the Government's policy on vetting on page 2 you must declare any matter which may be of relevance. This includes:

- any criminal convictions which you may have, including those which are 'spent'. In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, The Rehabilitation of Offenders (Exclusions and Exceptions) (Scotland) Order 2013 and the Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 1979, spent convictions may be taken into account where national security is concerned. In Northern Ireland, spent convictions may also be taken into account where the protection of public safety or public order is involved. You must disclose all convictions whether or not spent under the Act.

Please note that any information provided will be treated in strict confidence. The relevance of particular criminal convictions to security clearance is a matter for the relevant department or agency to decide. Although it may be taken into account, any such information will not necessarily prevent you having a security clearance. **Failure to disclose relevant circumstances or information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance.**

Please answer questions 48 & 49 and sign and date.

You may remove section 48 & 49 from this page and place it in an envelope. Please seal the envelope, sign your name across the flap and attach it firmly to the front of the questionnaire.

- 48 Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you been put on probation, received a formal caution or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you?

☐ Yes ☐ No

Please tick as applicable

- 49 Have you ever been convicted by a Court Martial or sentenced to detention or dismissal or fined whilst serving in the armed forces of the UK or any Commonwealth or foreign country?

☐ Yes ☐ No

Please tick as applicable

If you tick **Yes**, to either of the above, please give full details **including dates** in the box below.

Signature

Date

Intentional Blank Page

Security information

50 Have you ever been involved in

• espionage? ☐ Yes ☐ No

• terrorism? ☐ Yes ☐ No

• sabotage? ☐ Yes ☐ No
Please tick as applicable

• actions intended to overthrow or undermine Parliamentary democracy by political, industrial or violent means?

☐ Yes ☐ No
Please tick as applicable

Have you ever been a member of, or supported a group or groups involved in any of the above activities?

☐ Yes ☐ No
Please tick as applicable

Have you ever had a close association with anyone who, to your knowledge, has been a member of or given active support to any such group or activities?

☐ Yes ☐ No
Please tick as applicable

51 Are you aware of any other circumstances or characteristics not covered by your previous answers which might affect your suitability for employment on secret work, eg serious medical or psychological problems, habitual use of addictive substances (eg drugs, alcohol etc), significant financial difficulties, conduct liable to lead to susceptibility to pressure or improper influence?

☐ Yes ☐ No
Please tick as applicable

If you have answered **Yes** to questions 50 or 51 please give full details here

Please note that any information provided will be treated in strict confidence. Although it may be taken into account, such information will not necessarily prevent you having a security clearance. **Failure to disclose relevant circumstances or information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance.**

Declaration

The information you provide on this form will be held and processed for security purposes and in accordance with the relevant law including the UK Data Protection Act 2018 and the EU General Data Protection Regulation 2016/679.

It will be utilised by only the Royal Households, The Royal Collection Trust, Royal Collection Enterprises Limited, Her Majesty's Private Estates, as relevant to your application.

I understand my personal data and that of third parties will be processed as described in the 'Statement of HM Government Personnel Security and National Security Vetting Policy', which is included in the vetting form and as an annex to the document 'Personnel Security Controls' available on .gov.uk. The categories of personal data which we process are described in those documents.

For the purpose of verifying the completeness of the information supplied in this form, I understand that the Royal Household may wish to contact any of my previous employers covering the last five years, and I hereby authorise the Royal Household to do so by telephone or in writing.

I confirm that the information provided above has been verified and is, to the best of my knowledge, true and complete. I understand that any false statement may result in the rejection of my application for a pass and clearance.

Signed

Date

Continuation of answers

Where possible please use the same format as the original questions.

Continuation of answers

Where possible please use the same format as the original questions.

FOR OFFICIAL USE ONLY

To be completed by Sponsor from parent organisation (NOT APPLICANT)

I confirm that this form is submitted in accordance with the stated policy of HM Government and that the applicant's identity, personal details and employment history of over one year has been verified.

Sponsor's name (Block Capitals)
Position within organisation

Address of organisation

Telephone

Signature

Date

To be completed by contractor company**Company Manager (NAME IN BLOCK CAPITALS)**

Yes**No****Is clearance required for access to site only?**
☐
☐

Please tick as applicable

To whose information will employee have access?

Nature of employment

Site where employee works or is to work

Method by which employee's identity confirmed (eg passport, P45 etc) Please include relevant dates.
Length of employee's time with the organisation

Years	Months
-------	--------

Telephone

Signature

Date

Yes**No****Processed for Basic check**
☐
☐

if yes, give date of check

RH Use Only**CTC****SC****Clearance**
☐
☐

Please tick as applicable

Candidate's name

Ref/