**Do not complete this form without first reading BSVR Requirements V1.2**

**Please carefully read each section as fill in as appropriate any section marked with\* must be filled in**

**Clearance Application Form**

**New Contractor or Agency Staff members only**

#### 1. Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | |  |
| Surname\* |  | **All surnames used, past and present. (Missing information will cause delays)** |  |
| Surname At Birth\* |  |  |
| Any Other Surname 1(If applicable\*) |  |  |
| Any Other Surname 2(If applicable\*) |  |  |
| Forename 1\*(If applicable\*) |  | **All forenames used, past and present. (Missing information will cause delays)** |  |
| Forename 2(If applicable\*) |  |  |
| Any Other Forename 1(If applicable\*) |  |  |
| Any Other Forename 2(If applicable\*) |  |  |
| Any other name ever known by(If applicable\*)    Date of Birth \* |  | |  |
| National Insurance Number\* |  | |  |
| Passport Number\* |  | | enter n/a if no passport held |
| Issuing Country\* |  | |  |
| Date of Issue\* |  | | DD/MM/YYYY |
| Expiry Date\* |  | | DD/MM/YYYY |
| HO Immigration File\* Reference |  | | If Applicable |
| Right To Work Expiry Date\* |  | | If applicable |
| Town of Birth\* |  | |  |
| County of Birth |  | **This can be found inside passport** | Only if UK or ROI |
| Country of Birth\* |  | |  |
| Contact Telephone Number\* |  | |  |
| Email Address\* |  | |  |

**NB** Corporate email address is preferable for data security and **must** be used if collaborative tooling access is required at this stage

**5 Year Address history**

Please supply all addresses for the last **five years** regardless of clearance level required above BPSS **NB** addresses must only be in **DD/MM/YYYY** format**. Dates must run concurrently** – delete extra address sections as appropriate. Include addresses from outside the UK should this be relevant for the 5 year history **NB ‘**County’ is not required for Non UK or Republic of Ireland addresses and ‘Post codes’ must be included for **ALL UK ADDRESSES** and **if applicable** for **Non UK or Republic of Ireland address’**.

**Current Address**

**NB If you have resided at non-permanent addresses but still retained a permanent address with official correspondence such as a mortgaged house or family address this is permissible to use your given address**

|  |  |  |
| --- | --- | --- |
| Current Address\* |  |  |
|  |  |  |
| Town\* |  |  |
| County\* |  |  |
| Country\* |  |  |
| Postcode |  |  |
| Start date of residence at this address\* |  | DD/MM/YYYY |

**Previous Address 1 - Complete if required for 5 year history**

|  |  |  |
| --- | --- | --- |
| Previous address 1\* |  |  |
|  |  |  |
| Town\* |  |  |
| County\* |  |  |
| Country\* |  |  |
| Postcode |  |  |
| Start date of residence at this address\* |  | DD/MM/YYYY |
| End date of residence at this address \* |  | DD/MM/YYYY |

**Previous Address 2 - Complete if required for 5 year history**

|  |  |  |
| --- | --- | --- |
| Previous address 2\* |  |  |
|  |  |  |
| Town\* |  |  |
| County\* |  |  |
| Country\* |  |  |
| Postcode |  |  |
| Start date of residence at this address\* |  | DD/MM/YYYY |
| End date of residence at this address \* |  | DD/MM/YYYY |

**Nationality**

|  |  |  |
| --- | --- | --- |
| Current Nationality\* |  |  |
| 2nd Current Nationality |  | Enter this for dual nationality |
| Nationality at Birth\* |  |  |
| 2nd Nationality at Birth |  | Enter this for dual nationality |
| Previous Nationality 1 |  |  |
| Previous Nationality 2 |  |  |
| Vacancy No. |  |  |

#### 2.Certification of Identity

**NB** Colour Scans of all documents submitted for the section below must be emailed in conjunction with this submission

Please state what forms of identity have been supplied.

|  |  |
| --- | --- |
| **A: One of the following** | |
|  | Full current 10 year British Passport |
|  | Other full passport |
|  | Signed and certified passport photo AND birth certificate issued at birth or adoption certificate |
|  |  |

|  |  |
| --- | --- |
| **B: Plus at least two of the following** | |
|  | Bank statements, within the last 3 months |
|  | Driving Licence (Photo and paper if old style licence) |
|  | Utility Bill/Council Tax Bill sent to person at their given address and dated within the last 6 months |
|  | Cheque book and bank card accompanied by 3 statements and proof of signature |
|  | Credit card accompanied by 3 statements and proof of signature |
|  | Other      Please Specify: |
|  |  |

|  |  |
| --- | --- |
| **Employment History: One of the following** | |
|  | Employment References |
|  | Pay Slips |
|  | P45 |
|  | P60 |
|  | Academic Reference |

#### 5. Other Information Relevant to Security

Any other relevant information e.g. financial difficulties should be added here, any further information obtained that could not be accounted for above and details of any close association the individual has with a vetting Team.



#### Right to Work

|  |  |
| --- | --- |
| Please select category under which you the applicant claims they have the right to work in the Home Office. Select one of the following: | |
|  | British Citizen |
|  | EEA Citizen (or Swiss or Turkish Citizen) |
|  | Commonwealth Citizen with no time limit or restrictions on stay in the UK |
|  | Exceptional case for which a business case has been  **Clearance Level Required**  CTC – Counter Terrorism Check – is the standard clearance level. Applicants to note that should SC be required justification must be submitted and approved prior to the submission of this document   |  |  | | --- | --- | |  | I am satisfied that **CTC Level Clearance** is sufficient for my role | |  | I am satisfied that **SC level clearance** is the requirement for my role. The justification for which has already been approved  **Declaration**  *I declare that the information in this document is true to the best of my knowledge and that any errors or inaccuracies may jeopardise my application for security clearance with the Home Office Immigration Technology*  Name:  Digital Signature:  **Save file in Word file as follows** firstnamesurnameDOB **file name** ***e.g*** *josephbloggs05051985* | |