

Change of Personal Circumstances Questionnaire



HM Government

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

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.

Surname (now):

[illegible]

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.

a. Level of clearance held:	DV	<input type="checkbox"/>	SC	<input type="checkbox"/>	CTC	<input type="checkbox"/>
b. Reason for Change of Personal Circumstances:	Marriage / Civil Partnership / Living with a new partner <input type="checkbox"/>					
	Change of Co-residents (DV only) <input type="checkbox"/>					

a. Surname (now): <input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev): <input type="text"/>
c. Surname (birth): <input type="text"/>	d. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
e. Any Other Surname(s) used: 1. <input type="text"/> 2. <input type="text"/>	
f. Explanation of different surnames (e.g. marriage, deed poll, etc.) <input style="width: 100%;" type="text"/>	
g. Full forename(s): <input type="text"/>	
h. Have your forenames changed at any time since birth? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', go to Question 3i. If 'No', go to Question 3k	
i. Previous forename(s): <input type="text"/>	
j. Explanation of previous forenames <input style="width: 100%;" type="text"/>	
k. Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/> Day Month Year	
l. Town of birth: <input type="text"/>	
County / Region: <input type="text"/>	
Country: <input type="text"/>	
m. Current Grade / Rank / Position: <input type="text"/>	
n. Job Title: <input type="text"/>	
o. Staff or Service Number (if applicable): <input type="text"/>	
p. National Insurance Number: <input type="text"/>	

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.

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.

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

7. Interviews with the vetting subject and referees may be carried out to establish good character and to verify information that has been provided.

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.

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.

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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3. Your Contact Details

a. Home Telephone:

b. Work Telephone: Ext.

c. Military Dialling Code/GTN:

d. Mobile:

e. E-mail:

f. If we need to contact you, do you wish to be contacted at: Work ☐ Home ☐ We will try to meet your preference but this cannot always be guaranteed

g. Please enter your work address:

Name of Employer:

Address Line 1:

Address Line 2:

Town:

County / Region: Postcode:

Country:

4. Details about Your Partner.

You should complete this section if, at Question 1, you have selected Marriage/Civil Partnership/Living with a New Partner as the reason why you are completing this form. If you have any other information which you feel may be relevant, please enter the details on the continuation sheet

a. Surname (now): b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

c. Surname (birth): d. Sex: Male ☐ Female ☐

e. Any Other Surname(s) used: 1.
2.

f. Explanation of different surnames (e.g. marriage, deed poll, etc.)

g. Full forename(s):

h. Have your partner's forenames changed at any time since birth? Yes ☐ No ☐

i. Previous forename(s):

j. Explanation of previous forenames

k. Date of Birth: / / l. If adopted, date of adoption: / /
Day Month Year Day Month Year

m. Town of birth:

County / Region:

Country:

[illegible][illegible][illegible]

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[illegible]

	/		/	
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Year

	/		/	
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Year

[illegible]

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/				
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Year

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[illegible][illegible][illegible][illegible][illegible]

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[illegible]No ☐No ☐

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Month

/				
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Year

--	--

Month

--	--	--

Year

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[illegible][illegible][illegible][illegible][illegible]

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[illegible]

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Previous Address

From:

/

To:

/

Month

Year

Month

Year

House/Flat number:

House name:

Street:

District:

Town:

County / Region:

Postcode:

Country:

Details about your PARTNER'S natural parents, adoptive parents, foster parents, step parents or legal guardians (DV only).

You need not answer Questions 5-8 if you hold an SC or CTC clearance. They apply **ONLY** if you hold a DV clearance.

This section seeks details of ALL your partner's parents and their current and/or former partner in the last 3 years. Even if your partner is adopted, has step-parents, foster parents or legal guardians, we will still require details of their natural parents.

5. Details About Your PARTNER'S Natural Father (DV Only)

If you do not know full details of your partner's father, please tick here: ☐

Please give explanation:

a. Surname (now):

b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

c. Surname (birth):

d. Any Other Surname(s) used:

1.

2.

e. Explanation of different surnames
(e.g. marriage, deed poll, etc.)

f. Full forename(s):

g. Have your partner's father's forenames changed at any time since birth?

Yes

☐

No

☐

h. Previous forename(s):

i. Explanation of previous
forenames

j. Date of Birth:

Day

Month

Year

k. Town of birth:

County / Region:

Country:

l. If your partner holds a National Security Clearance (Developed Vetting, Security Check or Counter Terrorist Check), please tick here ☐

[illegible][illegible][illegible]

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Number:

Date:

 /

 /

Day Month Year

Date:

 /

 /

Day Month Year

[illegible]

Full permanent address: Since

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 /

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Month Year

[illegible]

Street:

District:

[illegible][illegible][illegible]

/ /
 Day Month Year

If you do not know full details of your partner's natural mother, please tick here: ☐

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[illegible]

b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

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[illegible][illegible][illegible]

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- f. Full forename(s):
- g. Have your partner's mother's forenames changed at any time since birth? Yes ☐ No ☐
- h. Previous forename(s):
- i. Explanation of previous forenames
- j. Date of Birth: / /
Day Month Year
- k. Town of birth:
County / Region:
Country:
- *l. Present Nationality:
- *m. Dual Nationality (if any):
- *n. Former Nationality (if any):
- * There is a difference between nationality and citizenship. If your partner's mother holds or held citizenship rather than nationality, tick here ☐ and advise which countries she holds/ held citizenship in, and dates:
- o. If British naturalised, give number and date of certificate: Number:
Date: / /
Day Month Year
- p. If non-UK National, date of taking up permanent residence in UK: Date: / /
(This is not necessarily the same as the date of the permission to stay in the UK) Day Month Year
- q. Occupation:
- r. Please enter your partner's mother's current permanent address below: If your partner's mother is deceased, please provide the date of death and enter your partner's mother's last known address below.
Full permanent address: Since /
Month Year
- House/Flat number: House name:
- Street:
- District:
- Town:
- County / Region: Postcode:
- Country:
- s. Date of death (if applicable) / /
Day Month Year
- t. Does your partner have any other parents, adoptive parents, step-parents or legal guardians? Yes ☐ No ☐
Please tick 'yes' or 'no'. If 'yes', go to Q7. If 'no', go to Q8 if you also need to report a change of co-residents; otherwise, please complete the declaration on page 14



Number:

[illegible]

Date:

 /

 /

Day Month Year

[illegible]

Full permanent address: Since

/
 Month Year

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[illegible][illegible][illegible][illegible][illegible]

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[illegible]

/ /
 Day Month Year

If you do not know full details of this individual, please tick here: ☐

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[illegible]

/ /
 Day Month Year

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[illegible][illegible][illegible][illegible]

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[illegible]

Yes ☐ No ☐

[illegible]

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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.

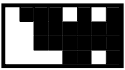
a. Surname (now):	<input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):	<input type="text"/>
c. Forename(s):	<input type="text"/>		
d. Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR Approximate Age (in Years):	<input type="text"/>
	Day Month Year		
e. Town of Birth:	<input type="text"/>		
*f. Present Nationality:	<input type="text"/>		
	<i>*If applicable, please differentiate between citizenship and nationality</i>		
g. Occupation:	<input type="text"/>		

a. Surname (now):	<input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):	<input type="text"/>
c. Forename(s):	<input type="text"/>		
d. Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR Approximate Age (in Years):	<input type="text"/>
	Day Month Year		
e. Town of Birth:	<input type="text"/>		
*f. Present Nationality:	<input type="text"/>		
	<i>*If applicable, please differentiate between citizenship and nationality</i>		
g. Occupation:	<input type="text"/>		

a. Surname (now):	<input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):	<input type="text"/>
c. Forename(s):	<input type="text"/>		
d. Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR Approximate Age (in Years):	<input type="text"/>
	Day Month Year		
e. Town of Birth:	<input type="text"/>		
*f. Present Nationality:	<input type="text"/>		
	<i>*If applicable, please differentiate between citizenship and nationality</i>		
g. Occupation:	<input type="text"/>		

a. Surname (now):	<input type="text"/>	b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):	<input type="text"/>
c. Forename(s):	<input type="text"/>		
d. Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR Approximate Age (in Years):	<input type="text"/>
	Day Month Year		
e. Town of Birth:	<input type="text"/>		
*f. Present Nationality:	<input type="text"/>		
	<i>*If applicable, please differentiate between citizenship and nationality</i>		
g. Occupation:	<input type="text"/>		

If more than 4 co-residents please tick here ☐ and enter additional co-residents' details on the continuation sheets (page 13).

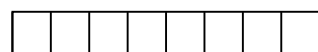


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Continuation of Answers

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



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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.

Signed:

Date:

		/			/				
Day			Month			Year			

For use by the Vetting Authority:

I confirm that this form is submitted in accordance with the stated policy of Her Majesty's Government.

Name:

Position:

Telephone: **Ext.**

Signed:

Date:

		/			/				
Day			Month			Year			