

REQUEST FOR
ACCESS CLEARANCE

Must be completed	Personal identification number (11 digits)	Surname	First name

Important information
<p>The person responsible for authorisation at undertakings, agencies and legal persons covered by the Security Act may ask the clearance authority to grant people access clearance.</p> <p>This form shall be completed by the person at the undertaking responsible for authorisation or the person who has been delegated that responsibility. Requests for access clearance shall be based on a decision requiring access clearance pursuant to Section 8-3 of the Security Act.</p> <p>Before sending the personal details form to the person in question for completion, the person responsible for authorisation shall enter the level of access clearance needed by the person. This should be done under "Important information for people who are to be given access clearance" on page 1 of the form.</p> <p>A copy of the completed personal details form must be sent to the clearance authority together with the justified and documented request for access clearance. The quality of the copy must be equivalent to the original. If the copy is of poor quality, or if justification/documentation is lacking, this may result in the clearance authority rejecting the request.</p> <p>The person responsible for authorisation at the undertaking shall store the original copy of the personal details form separately from other information stored by the undertaking, cf. the Security of Undertakings Regulations, Sections 77 and 78.</p>

1 Information about undertaking/employer and level of clearance					
1.1 Undertaking/employer		1.2 Clearance authority		J.no.	
ACCESS CLEARANCE <input type="checkbox"/>		EXTENDED ACCESS CLEARANCE <input type="checkbox"/>			
Specify the required duration of the access clearance. Particularly relevant in the case of short projects, etc. The maximum duration is five years					
One year <input type="checkbox"/>	Two years <input type="checkbox"/>	Three years <input type="checkbox"/>	Four years <input type="checkbox"/>	Five years <input type="checkbox"/>	End date, if applicable:

2 Reason for needing access clearance	
2.1 Specify the unique code of the object or infrastructure, which can be found in the Ministry's decision requiring access clearance	_____
2.2 Does the person need access to an object or infrastructure covered by the Ministry's decision requiring access clearance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
For the request for access clearance to be processed, the object or infrastructure's unique code must be completed. It can be found in the decision requiring access clearance. Yes must also be selected in 2.2.	

3 Does the person responsible for authorisation or the person who has been delegated that responsibility know whether there is other relevant security-related information about the person that may be useful to the clearance authority? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, enclose the relevant documentation with the form.		
4 Location, date, signature and stamp (undertaking/employer)	Date of person's signature in POB:	
4.1 Address	E-mail address	
4.2 Name and job title in block capitals (cf. signature in 4)	Tel. no.:	Number of enclosures

Instructions on completing the request for access clearance.

These instructions aim to provide the person responsible for authorisation or the person who has been delegated that responsibility general guidelines on how to complete this form. The instructions should be considered as supplementing Chapter 8 of the Security Act and the Regulations relating to security clearance and other clearances (Clearance Regulations).

Section	Explanation
1.1-1.3	<p>Here you should specify which agency, or other undertaking covered by the Security Act, is requesting access clearance on behalf of the person responsible for authorisation. Indicate which clearance authority should process the "Request for access clearance".</p> <p>Indicate the level of access clearance being requested, as well as the required duration of the clearance.</p> <p>The person responsible for authorisation or the person who has been delegated that responsibility shall also complete the fields under the section "Information about clearance requirement" on page 1 of the personal details form before giving the form to the person requiring clearance for completion. This is to make the person aware of the level of access clearance they are to be given: ACCESS CLEARANCE or EXTENDED ACCESS CLEARANCE</p> <p>If the person has security clearance at the level of CONFIDENTIAL or higher, they do not need access clearance. People with security clearance also have access to critical national objects and infrastructure for which access clearance is required.</p>
2.	<p>The person responsible for authorisation or the person who has been delegated that responsibility shall justify and document the need for access clearance by completing fields 2.1 to 2.2. This shall be done by entering the allocated unique code which can be found in the decision requiring access clearance. It is not necessary to enclose the decision letter with the request, as the decision is already available to the clearance authority, and the unique code entered in the request provides a cross-reference to the decision.</p>
3	<p>Other security-related information refers to any information in addition to what is entered on the personal details form. This could include reports on security breaches and/or the person's financial situation.</p>
4	<p>The person responsible for authorisation or the person who has delegated that responsibility shall check that all of the fields in the form have been completed, sign and enter the address before sending the form to the clearance authority. Check that the person requiring clearance has signed Section 16 of the personal details form. Vetting cannot begin unless the person has signed and dated the form.</p>