



REQUEST FOR SECURITY CLEARANCE

Must be filled in	The person's date of birth and ID no. (11 digits)	Family name	Given name										
	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>												

Important information

Persons in charge of authorisations in entities, public administration agencies and legal persons subject to the Norwegian Act on National Security may request the clearance authority to grant persons a security clearance.

The form shall be filled in by the person in charge of authorisations or the person who has been delegated the authority to grant authorisations in the entity. A request for clearance shall be sufficiently justified and documented, see section 75 of the Regulations on protective security, and must as a minimum have legal basis in one of the provisions in point 2 below.

Before the person for whom security clearance has been requested receives and fills in the Personal Data Form, the entity shall fill in the legal basis of the clearance level. This is done under "Important information for those seeking security clearance" on page 1 of the form.

A copy of the Personal Data Form shall be submitted to the clearance authority along with a justified and documented request for security clearance. The quality of the copy must be equivalent to that of the original. Poor copy quality or insufficient justification/documentation may result in the clearance authority rejecting the request.

The person in charge of authorisations in the entity shall file the original Personal Data Form separately from other information in the entity; see sections 77 and 78 of the Regulations on protective security.

1 Information on the entity/principal, state the reason for the request for security clearance and the clearance level

1.1 Entity/principal	1.2 Clearance authority	Journal no.
1.3 State the reason for the request for security clearance and the legal basis of the security level.		
<input type="checkbox"/> No previous clearance <input type="checkbox"/> Changes to the clearance requirement ((Reclearance) <input type="checkbox"/> No changes - clearance about to expire (Reclearance)		

CONFIDENTIAL (C) <input type="checkbox"/>	NATO CONFIDENTIAL (NC) <input type="checkbox"/>	Indicate duration of the clearance requirement. The duration must follow the official need for clearance. Five years are max. validity.	
SECRET (S) <input type="checkbox"/>	NATO SECRET (NS) <input type="checkbox"/>	One year <input type="checkbox"/>	Two years <input type="checkbox"/>
TOP SECRET (TS) <input type="checkbox"/>	COSMIC TOP SECRET (CTS) <input type="checkbox"/>	Three years <input type="checkbox"/>	Four years <input type="checkbox"/>
		Five years <input type="checkbox"/>	Or until date:

2 Indicate the provision that forms the legal basis of the clearance requirement

2.1 Access to information classified as CONFIDENTIAL or higher, see section 8-1(2) first sentence of the Norwegian Act on National Security.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.2 NATO's requirements relating to clearance for administrator's access to systems processing NATO classified information, see Section 21 of the Regulations on protective security and NATO's Directive of 9 Dec.2011.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.3 Exercise of clearance authority, see Section 1, last subsection of the Regulations on Security Clearances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.4 Risk of accidental access, see Section 8-2(2) of the Norwegian Act on National Security, see Section 75 of the Regulations on protective security	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.4.1 Protected zone (Section 40 of the Regulations on protective security).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.4.2 Barred zone (Section 41 of the Regulations on protective security).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Before a request for security clearance can be processed by the clearance authority, **Yes** must be crossed off for one or more of the questions in points 2.1 to 2.4. The clearance requirement shall be justified and documented below. The request shall contain a clear description of the function, work duties, the nature of the assignment and/or which project which triggers the specific clearance requirement.

If the requirement is justified in point 2.4 (risk of accidental access), the entity shall confirm that other measures to reduce the risk are insufficient to remove the requirement for clearance.

Description point:	

3	Is the person in charge of authorisations or the person who has been delegated authority to grant authorisations aware of any other security-related information concerning the person that could be relevant to the clearance authority? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach the information to the form.
4	Are all closely related persons comprised of the person vetting for the indicated clearance level entered in the Personal Data Form? <input type="checkbox"/> No <input type="checkbox"/> Yes If no, return the form to the main person for correct completion before forwarding it to the clearance authority.

5	Place, date, stamp and signature (entity/principal)	Date of the person's signature in PDF
5.1	Address	Email address
5.2	Name and position in capital block letters (see signature in point 5)	Tel. Number of attachments

Guidance for filling in the request for security clearance.

The purpose of the guidance is to give the person in charge of authorisations in the entity or the person who has been delegated the authority to grant authorisations a general introduction on filling in this form, and it is to be considered as a supplement to Chapter 8 of the Norwegian Act on National Security and Regulations on Security Clearances.

Pt.	Explanation
1.1- 1.3	<p>Indicated here is which administrative body, or other entity subject to the Norwegian Act on National Security, which on behalf of the person in charge of authorisations requests security clearance. Indicate which clearance authority (CA) is to process the Request for security clearance. In point 1.3 state the reason for the request for security clearance shall be indicated.</p> <p>The person in charge of authorisations or the person who has been delegated authority to grant authorisations shall cross off for the legal basis of the <u>clearance level</u>, and indicate the duration of the clearance requirement.</p> <p>The person in charge of authorisations or the person who has been delegated authority to grant authorisations shall also fill in the spaces in the column for «<i>Information on the clearance requirement</i>» on page 1 in the Personal Data Form, before handing the form to the person for filling in. This is to inform the person at which level he/she is to be cleared: CONFIDENTIAL, SECRET, TOP SECRET and/or NATO clearances.</p>
2.	<p>Persons who are to be authorised for access to information classified as CONFIDENTIAL or higher, shall be security cleared in advance. The person in charge of authorisations or the person who has been delegated authority to grant authorisations shall justify and document the requirement for clearance by filling in points 2.1 to 2.4 and attach the required documentation.</p> <p><u>Pt. 2.4:</u> Persons who through their work could gain access to information classified as CONFIDENTIAL or higher, shall be security cleared unless the entity can confirm that other security measures to reduce the risk are insufficient to remove the requirement for clearance. If the reason for the request is the risk of accidental access, the person in charge of authorisations or the person who has been delegated authority to grant authorisations in the entity is asked to the security measures that have been initiated to prevent this access, see Section 8-2(2) of the Norwegian Act on the National Security, see also section 75 of the Regulation on protective security.</p>
3	Other security-related information means information over and beyond that which appears in the Personal Data Form. Examples of this may be reports on breaches of security, an individual persons' economy, health and AKAN agreements may be relevant topics in this context.
4	Check that the current cohabitant/spouse/partner is entered in point 13 and that all closely related persons are entered if the classifications TOP SECRET and COSMIC TOP SECRET are required. If any of the closely related persons have died, the main person is required to enter their names only. See definitions of closely related persons in the <i>Guidance for filling in the Personal Data Form for security clearance</i>
5	The person in charge of authorisations or the person who has been delegated authority to grant authorisations shall sign and fill in his/her address before submitting the form to the CA. Check that the person has signed points 24/26 of the Personal Data Form before sending it to the CA. Without a date and the signature of the person, no personal vetting can be initiated.