



Guidance for filling in the Personal Data Form for security clearance

Important information for those seeking security clearance

Read this guidance carefully and allow ample time to fill in the form. If you have any questions that are not covered by this guidance, you are requested to contact the person who handed you the form, the person in charge of authorisations or the person who has the authority to issue authorisations in the entity. If you are in doubt whether information should be given about an issue, please note this in the form. Your transparency contributes to reducing security risks.

When you have consented to undergo personal vetting, you fill in the Personal Data Form with information about yourself and persons to whom you are closely related. In accordance with Section 8 of the Regulations on Security clearances, information will be obtained from relevant registers (including the Population Register, registers of credit providers, the police and security authorities). Statements from persons provided as references may also be obtained. The information you provide will be used to process your request for security clearance and in relation to authorisation pursuant to Section 8-4 of the Norwegian Act on National Security. The information will be treated and protected in compliance with the requirements that follow from the Norwegian Act on National Security with associated regulations. Read also what is written about consent to undergo personal vetting on page 1 of the form.

In some cases, it will be necessary to grant clearance to persons under the age of 18, for example where it is desirable to use apprentices in positions that allow access to sensitive information. If you who have sought clearance are a minor, it is required that either your parents or guardian consent to a personal vetting being carried out. This is done by you and your parents or guardian carefully reading through and fully understanding what it involves to carry out a personal vetting and to have a security clearance. The clearance authority can give further information on what a personal vetting entails in the way of investigations, the legal aspects of the clearance process and the consequences of providing inaccurate information. Thereafter, the document "*Consent to Personal Vetting for Persons Under the Age of 18*" shall be signed. Parents or guardians who consent to the personal vetting do not have the right to demand access to the information that you who are about to undergo security clearance have provided in the Personal Data Form.

If any changes occur with regard to the information you have provided in the form, you are obliged without delay to inform the person in charge of authorisations or the person with authority to issue authorisations in the entity. This applies throughout the entire period of clearance, see Section 8-11 of the Norwegian Act on National Security.

When processing your application, the clearance authority will assume that you have read and understood this guidance. It is important that you give honest answers to the questions in the Personal Data Form. Incorrect or incomplete completion of the form may be construed as withholding information (from the clearance authorities and the person in charge of authorisations) and could result in a negative clearance decision. The Personal Data Form will be processed electronically after completion. Keep each letter and each number within the spaces in the form and leave a space between names/words. Reply to all questions and provide descriptions/further information where requested. Do not mark off or draw a line through unused parts of the form.

The Personal Data Form consists of a number of Yes/No questions. If you answer **Yes** to any of these, you must provide more information in the space indicated in the form. If the indicated space is insufficient, use the comments space (Point 22) in the form or use a separate sheet of paper, and attach it to The Personal Data Form.

The clearance level you have requested decides which persons you shall provide information on in The Personal Data Form:		
Clearance level	Who is included in the personal vetting?	
- CONFIDENTIAL (C) - NATO CONFIDENTIAL (NC)	The person seeking clearance.	The personal vetting of closely-related persons may in some cases being conducted, also if the personal vetting information indicate that it is necessary.
- SECRET (S) - NATO SECRET (NS)	The person seeking clearance and current cohabitant/spouse/partner.	
- TOP SECRET (TS) - COSMIC TOP SECRET (CTS)	The person seeking clearance and close family.	

Definition of closely-related persons	
<p>In the Personal Data Form and in this guidance, the concept <u>closely-related persons</u> is used a number of times. <i>Closely-related persons</i> are persons in your close family or persons who have another close affiliation that could be significant when considering whether the person is suitable for clearance, see Section 2 of the regulations relating to security clearance.</p> <ul style="list-style-type: none"> ➤ <i>Close family</i> means: <ul style="list-style-type: none"> • Current spouse, partner or cohabitant - persons cohabiting in a marriage-like relationship. • Children (including stepchildren, adoptive children and foster children). Adoptive children are considered equivalent to biological children. <ul style="list-style-type: none"> ○ Step children: Child/ren of your current cohabitant/spouse/partner, to whom you are not the father or mother, but who has spent all or parts of their childhood before the age of 18 with you. ○ Foster children: Children who have wholly or partially grown up in your care in your capacity as a foster home allocated by the child welfare service, and to whom you are still attached. • Parents (including step parents, adoptive parents and foster parents). This is where you enter your legal parents. If you are adopted, your adoptive parents are your legal parents. Step-parents and foster parents may be additional to parents or the sole carers. <ul style="list-style-type: none"> ○ Step parent: The cohabitant of one of your parents, spouse, partner who is not your parent but with whom you have grown up (wholly or partially) until you reached the age of 18. ○ Foster parents: Carers who you have grown up with /shared a home allocated by the child welfare services, and to whom you are still attached. • Siblings (including half siblings, step siblings, adoptive siblings and foster siblings). Adoptive siblings are considered equivalent to biological siblings. <ul style="list-style-type: none"> ○ Step siblings: Children of you mother's or father's current cohabitant/spouse/partner (step parent), with whom you have spent all or parts of your childhood before you reached the age of 18. ○ Foster siblings: A person who has wholly or partially grown up in your care in your capacity as a foster home allocated by the child welfare service, and to whom you are still attached. ➤ <i>Other close attachment</i> means: Persons with whom you have a close personal relationship, regular private contact with, or other affiliation of a similar nature to that of persons in your close family or cohabitants. (These may for example be a girlfriend/boyfriend, former cohabitant, parents of your children from a former relationship under the age of 18, and close friends) <p>If you are not in contact with one or more of your closely-related persons, or if you for other reasons are unable to provide information about them, this shall be stated in Point 22, or in a separate attachment. Closely-related persons who are dead must only be entered in the personal data form with their first and last name.</p>	
2 Personal data	
2.1	Fill in your complete personal ID number (date, month, year of birth and your personal ID number). Remember to indicate your gender.
2.2	If you are a foreign citizen without a Norwegian personal ID number, fill in your date of birth (date, month, year). Enter your D number (11 digits) if you do not have a personal ID number. Your D number is a provisional identity number which may be allocated to foreign citizens.
2.3	Example: If your name is Tom Holt Ryan, only Ryan shall be entered in point 2.3. Tom Holt shall be entered in point 2.4.
2.4	If your name is Tom Holt-Ryan, Holt-Ryan shall be entered in point 2.3. Tom shall be entered in point 2.4.
	Previous names: Previous names shall be entered along with the date of the change of name.
2.5	Your home address shall be entered, along with the year from which you have lived at your current home address.
2.6	
2.7	
2.8	
2.9	
	This applies regardless of the address to which your mail is sent.

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2.10	This shall be filled in only if your postal address differs from your home address.
2.11	
2.12	
2.13	
2.14	State the year from which you have had your current postal address.
2.15	Active telephone numbers shall be entered.
2.16	
2.17	State both your city/place and country of birth.
2.18	
2.19	Enter the email address you are using.
2.20	If you are a Norwegian citizen, you will not need to enter the number of your passport or attach a copy of your passport. Attach a copy of your valid foreign passport if you are a citizen of other countries than Norway. State the passport number if you are a foreign citizen. If you have dual citizenship, answer Yes in point 2.22 and enter your other nationality there.
2.21	Enter the date when you obtained your current citizenship. If you obtained your citizenship at birth, enter <i>at birth</i> .
2.22	If you are a citizen of other countries, enter the names of the countries, passport numbers and the date of obtaining citizenship. If you have more than two citizenships, use a separate sheet of paper. If you have crossed off for uncertain, please explain this and state the country where you are uncertain as to whether you are a citizen.
2.23	If you have previously been a citizen of other countries – state the country, passport number and the date of expiry. If you have previously had more than two citizenships, use a separate sheet of paper. If you have marked uncertain, please explain this and state the country where you are uncertain as to whether you are a citizen.
<p>Stays abroad and residential address outside Norway during the last ten years</p> <p>The question relating to residential address outside Norway shall be filled in at several places in the Personal Data Form. It is important to write the address accurately, and you must therefore read carefully how to write the address.</p> <p>If you have lived abroad for one year or longer in total, in the same country and during the last ten years, the stay shall be entered with a complete residential address. This may be one stay lasting more than one year, or it may be several stays in the same country totalling more than one year (for example, studies abroad).</p>	
2.24	Foreign addresses mean addresses outside Norway. Enter the complete residential address in the foreign country: street name/street number/house number, place name/postal code, country and the duration of your stay. A post office box number address is insufficient. The name of (or address of) – an educational institution, embassy or military unit are also insufficient. When entering residential addresses in other countries, a printout from google maps, or similar mapping services, shall be attached to verify the address.
2.25	Postal number/postal code/zip code are codes that help the postal services to sort mail automatically. The format of the codes varies from one country to another.
2.26	Enter city/location (place)
2.27	Enter the country
2.28	Example: Sept.12 to Nov.15
<p>3 Marital status</p>	
3.1	Cross off only one here. Only your current status shall be entered. <ul style="list-style-type: none"> If you are divorced but have a new cohabitant – cross off for cohabitant. Cohabitants are: Persons living together in a marriage-like relationship.
<p>If changes occur to your marital status, immediately notify the person in charge of your authorisations or the person who has been delegated the authority to issue authorisations in the entity (Section 8-11 of the Security Act.) If a personal vetting comprises information on the spouse, partner or cohabitant and the cleared person contracts a new marriage, enters into a new partnership or cohabitation while the clearance is valid, the clearance authority shall vet the new spouse, partner or cohabitant and assess whether to uphold the clearance.</p>	
<p>4 Family matters</p>	

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4.1/ 4.2	State whether you have children (including step children/ foster children) and/or siblings (including half siblings/step siblings/foster siblings) and how many. Adopted children and siblings are considered equivalent to biological siblings. <i>See the definition of closely-related persons on pages 1/2.</i>
5 Education	
5.1	Enter only information on your higher education. If you have several types of education at the same level, enter the two last ones only.
5.2	
5.3- 5.4	Enter the country in which the education was taken and indicate the duration of the education (from – to years).
6 Work experience during the past ten years	
Brief periods of work, such as weekend and summer jobs, shall also be entered.	
6.1	Enter your current employer, complete with address/place of service, position, country and indicate when the employment started (month/year)
6.2	
6.3	
6.4	
6.5	Enter any additional employers (including business interests), addresses/place of service.
6.6	
6.7	
6.8	
6.9	Enter your previous employers within the past ten years complete with addresses/places of service, positions, countries, and indicate the duration of the employment (from – to month/year). (The most recent employment shall be entered first).
7 Criminal offences committed in Norway and abroad	
Here you shall enter all present and previous offences, regardless of how old the offences are. You must provide information on <u>all</u> criminal offences, regardless of whether they appear on police certificates of good conduct or similar. If you have any questions regarding this, please contact the person in charge of authorisations. If you have crossed off for Yes on any of the questions in point 7, you must explain the circumstances, when the case occurred and the outcome of the case. If the case is undecided, please state the status of the case.	
7.1	Reported: A report to the police is the formal action initiated when a legal entity reports a case to the police concerning a criminal offence. Here you shall enter all formal complaints brought against you, either by the police or by others. You shall provide information on formal complaints even if these have subsequently been withdrawn or discontinued. Also, provide information on cases where you know or believe that you have/have had status as a suspect.
7.2	Charged: The suspect is given status as charged when the prosecution authority has declared him/her as charged or when an action against him/her is brought before the court or a warrant for arrest, search, seizure or similar precautionary measures has been issued against him/her. Indicted: A person is given status as indicted when an indictment has been brought against him/her. The person in question is given the same status when a non-accepted fine in lieu of prosecution is transferred to the court for sentencing pursuant to Section 268 of the Norwegian Criminal Procedure Act. Here you shall also provide information on charges /indictments that were subsequently discontinued.
7.3	Discontinuance: A decision by the prosecution authority to terminate the case without a reaction.
7.4	Conflict resolution board: Processing and decision regarding some types of criminal offences. Criminal cases decided by a conflict resolution board are included in police records.
7.5	Waiver of prosecution: The prosecution authority omits to press charges for a criminal offence, even if it is proven that the charged person is guilty (Section 69 of the Criminal Procedure Act).
7.6	Fine in lieu of prosecution: May be applied when the prosecution authority finds that a case ought to be decided by imposing a <i>fine</i> and/or undertaking a seizure, rather than preferring an indictment (Section 255 of the Criminal Procedure Act). Fine: A criminal sanction that results in the convicted person being ordered to pay a specified amount to the public purse for his/her offence. A fine may be imposed in addition to a prison sentence / community service or punishment affecting his/her civil liberties. Fixed penalty fine (FF): FF is not "fines" as requested in paragraph 7.6. FF is intended for "minor" criminal offences and is applied for example in traffic for some offences. A fixed penalty fine may be imposed by the police on the spot. Fixed penalty fines are not included in the register of fines and criminal offences.

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7.7	<p>Convicted: A judgment is a legal decision made by a court of law. In criminal cases, the judgment will determine whether the indicted person is guilty or not, and how he/she may be sentenced. You shall indicate all judgments passed against you, regardless of the manner of processing and the reactions that were imposed on you. You shall therefore enter both judgments based on a guilty plea and judgments passed following a main hearing. You shall enter immediate sentences (prison sentences), suspended sentences (suspended prison sentences with a probationary period), community penalty/community service and judgments relating to a fine in lieu of prosecution.</p>
7.8	<p>Disciplinary reprimand or disciplinary penalty: A reaction from an employer against an employee. Disciplinary reprimands are issued during military service. Disciplinary penalties may be a written rebuke, loss of seniority or relocation to another position.</p>
8 Finances	
8.1	<p>A creditor is the person who has a financial claim against you, for example a bank that has lent you money or a firm you have traded with. If a claim has gone for debt collection, it means that the due date of an unpaid invoice has expired and that a debt collection agency has taken over the pursuit of the claim. Legal enforcement means that the authorities assist a creditor in collecting your debt.</p> <p>We ask you to inform us of any cases you have had as a debtor (the person owing money to a creditor) in the conciliation court and of any debt arrangement schemes you have had with debt collection agencies or creditors. Enter the dates. You must also state whether you have been in touch with a financial adviser in your municipality, the execution and enforcement commissioner or private financial advisers, and the outcome of this.</p>
8.2	<p>Disqualification from running a business may be imposed if there are reasonable grounds for suspicion against a person of having committed a criminal offence in relation to a bankruptcy or the activity that has led to the insolvency (imbalance and the inability to pay debts). The criminal offences that could justify disqualification must therefore be related to the activity or have been committed in relation to the bankruptcy. Decisions relating to disqualification from running a business are made by the bankruptcy court/district court. State when and in which connection you have been disqualified from running a business and whether the disqualification still applies.</p>
8.3	<p>Enter how much debt you have incurred to finance gambling or to cover gambling losses. State also how you have serviced this debt and how this debt affects/has affected your financial situation. Describe how you finance/have financed your gambling.</p>
8.4	<p>Good: You have no problems paying current expenses. You pay your bills on time and are able to handle unexpected expenses and increases in the interest rate.</p> <p>Manageable: You pay current expenses but could have problems with unexpected expenses and/or increases in the interest rate. Other cases of manageable finances may be that during some periods you spend more money than you earn, causing you to accrue debts and/or take up consumer loans.</p> <p>Difficult: Your current expenses exceed your income.</p> <p>Don't know: You have no control of your financial situation.</p>
9 Intoxicants and performance-enhancing substances	
9.1	<p>If you have answered Yes to this question, you are required to provide further details of any negative reactions by others due to your alcohol consumption. These may be from your family, friends, colleagues, manager or public authorities. Give details of the number and frequency of reactions, and the points in time and circumstances that caused the negative reactions to your alcohol intake.</p>
9.2	<p>If you have answered Yes to this question, you are required to provide further details of negative events where your alcohol intake has been a contributory cause. Give details of the number and frequency of events, and the points in time and circumstances that caused the negative reactions.</p>
9.3	<p>State whether you are using or have been using drugs. If you have tried or used drugs, you must state when this took place, in which context, how many times, the type of drug, and when you last tried/used the drug.</p> <p>If you have never used drugs, inform about this and write this in point 9.3.</p>
9.4	<p>State whether you are using or have used performance-enhancing substances. If you have tried or used performance-enhancing substances, you must provide details of when this happened, and in which context, how many times, the type of substance, and when you last tried/used the substance. If you have never used performance-enhancing substances, inform about this and write this in point 9.4.</p>

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9.5	Describe your attitude towards drugs and performance-enhancing substances. Drugs mean narcotic substances, and reference is in this context made to Regulations relating to illicit drugs (The narcotics regulations), as laid down by the Ministry of Health and Care Services. Performance-enhancing substances are understood as taken for the purpose of having a performance-enhancing effect. What is considered as performance-enhancing substances is defined in Regulations relating to what is considered as performance-enhancing substances, cf. Section 2, laid down by the Ministry of Health and Care Services.
9.6	Provide details if during the past ten years you have received oral and /or written negative reactions from others on your attitude towards drugs, medication and/or performance-enhancing substances. Others mean friends, family, employer/colleagues, public persons or similar. Give details of the type of reactions you were given, the circumstances relating to the reaction(s), and any reasons. State also whether you have ever been involved in negative events where your use of drugs, medication, and/or performance-enhancing substances have been a contributory cause of the event. State the circumstances around the event(s), and the reason(s) why the events took place.
9.7	Provide details if during the past ten years you have had an Akan agreement with your employer. Give a detailed account of why the agreement was made, when it was entered into, and any follow-up you were given/had at your place of work. Individual Akan agreements are offered to employees who have developed or are about to develop a problematic affiliation to intoxicants or gambling.
9.8	Provide details if you over the past ten years have been in contact with or spoken with health personnel or received any form of treatment due to a problematic affiliation to alcohol, drugs, performance-enhancing substances or medication. Give further details of when this took place, your assessment and/or the duration of your treatment and the type of assessment and/or treatment.
10 Information on your health	
10.1	Provide details if over the past ten years you have been assessed for and/or received treatment for mental disorders, mental health disturbances or mental illness. You are asked to provide further details on the period of time when you were assessed and/or received treatment, where, the type of assessment and/or treatment, and whether the assessment and/or the treatment is terminated or is still ongoing.
10.2	Provide details if you have or have had an illness over the past ten years that could potentially affect your alertness or judgment.
10.3	Provide details if you regularly use medication that could potentially affect your alertness and judgment. This could <i>inter alia</i> be medication with side effects that cause various degrees of confusion, concentration difficulties, etc. Provide details also if a potential omission to take medication could affect your alertness and judgment. Inspect the patient information leaflet for medication you take regularly. Contact a doctor if you are uncertain.
11 Affiliation to other states than Norway	
11.1	Provide details if you at any time have had financial interests in another country that are significant to your personal economy. Examples of financial interests may be business operation, wages, grants, national insurance benefits, and similar. Specify the state/country. <i>Units in a unit trust, shares in multinational companies and similar shall not be entered.</i>
11.2	Provide details if you at any time have sent or received money from abroad in the form of gifts, wages, national insurance benefits, grants, etc. Specify the state and purpose. <i>The question does not apply to support for international humanitarian organisations or payments for legal goods and services.</i>
11.3	Provide details if you at any time have been employed, or provided services or carried out assignments, for authorities in other states. Specify the state and circumstances. For example, if you have been called up, have completed and/or sought military service or other employment with the authorities of other states.
11.4	Provide details if you at any time have had formal or informal contact, whether by making contact yourself or being contacted by another state's representative from their embassy/consulate in Norway or abroad. <i>The question does not apply to contact in relation to ordinary applications for a passport, visa or foreign adoption.</i>
11.5	Provide details if you have stayed for longer than three months or had repeated brief stays in other states. The state and the purpose of your stay must be part of your detailed account. <i>Addresses are not needed. Stays in excess of one year shall not be entered here, but in points 2.24 to 2.28.</i>
11.6	Provide details if you have ever made contact with or been contacted by persons that you have perceived to be potential representatives for foreign intelligence. An intelligence service obtains, processes and analyses information that could represent a threat against national interests.

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11.7	Provide details if you have a valid passport or other ID documentation (for example a national ID card, driver's licence) from other states. Specify from which states.
11.8	Provide details if you for example have an emotional attachment to other states that is not necessarily related to citizenship or any other familiar attachment. Provide details if you have an affiliation to organisations, networks, or other similar players in other states that you think could constitute a security-related risk by forcing, threatening, tempting or misleading you to act contrary to security-related interests.
11.9	Provide details if you have closely-related persons who live outside Norway. List their names and state in which country they live.
11.10	Provide details if any of your closely-related persons have ever owned property, investments and/or other financial interests in another country that is significant to their private economy. Examples of other financial interests may be business operations, wages, grants, national insurance benefits and similar. <i>Units in a unit trust, shares in multinational companies and similar shall not be entered.</i>
11.11	Provide details if any of your closely-related persons at any time have sent money to or received money from another country in the form of gifts, wages national insurance benefits, grants, etc. Specify the state and purpose. <i>The question does not apply to support for international humanitarian organisations or payments for legal goods and services.</i>
11.12	Provide details if any of your closely-related persons have at any time been employed, or provided services or carried out assignments for authorities in other states. Specify the state and events. For example, whether you have been called up, have completed and/or sought military service or other employment with the authorities of other states.
11.13	Provide details if any of your closely-related persons have at any time contacted or been contacted by what you have perceived to be potential representatives for foreign intelligence. An intelligence service obtains, processes and analyses information that could represent a threat against national interests.
11.14	Provide details if any of your closely-related persons have, or have at any time had, citizenship or a passport from other states. Specify the state.
11.15	Provide details if any of your closely-related persons have, for example, an emotional attachment to other states that is not necessarily related to citizenship or any other family related attachment. Provide details if any of your closely-related persons have an affiliation to organisations, networks, or other similar players in other states that you think could constitute a security-related risk by forcing, threatening, tempting or misleading you to act contrary to security-related interests.
12 Other security-related information	
12.1	The intelligence services of foreign countries attempt to recruit sources and to map persons and entities in Norway. The intelligence operations are systematic and the development of potential sources can go on for several years. The same work methods may be employed by organisations/groups linked to terror or other security-threatening activity. It is therefore important that you think about whether you have had contact with such players and that you provide details of this.
12.2	Organised criminal networks may for various reasons be interested in information that security-cleared personnel have access to. They may exploit social, professional and financial relationships to attain their objectives. It is therefore important that you think about whether you have had such contact and that you give details of this.
12.3	See points 12.1 and 12.2. If you cross off for Yes on behalf of a closely-related person, provide complementary details of this in the text column under point 12 as to who it concerns, and what the matter is related to.
12.	If you mark Yes on behalf of a closely-related person who has been reported to the police and/or been punished, provide further details of this in the text space under point 12 as to who it concerns, and what the matter concerns.
12.5	Give an account of what you believe to be relevant in this context.
13 Current cohabitant/spouse/partner	
Enter the name of the person you live together with. This applies regardless of the required clearance level.	
14 Closely related persons	
If you have answered Yes to any of the questions in points 11.9-11.15 and 12.3-12.4 about your closely-related persons, the personal data of this person must be filled in the personal data form point 14. This applies regardless of the required clearance level for you. If there are several closely-related persons then use your own attachment and provide the corresponding personal data information requested in point 14.	

13, 14, 15, 16, 17, 18, 19, 20, information on closely-related persons (definition of closely-related persons on pages 1 and 2)	
.1	Given name/family name of the closely-related person. Previous names must also be provided. This applies in particular if the person has lived abroad.
.2	Date of birth and personal ID number (11 digits) should be provided for all closely-related persons who are covered by the vetting of the person at the indicated clearance level. As a minimum, the date of birth must be stated. If the person is a foreign citizen without a Norwegian personal ID number, fill in the date, month and year of their birth.
.3	If the person is a foreign citizen without a Norwegian personal ID number, fill in the D number if he or she has been allocated such number.
.4	In which city/place were your closely-related persons born?
.5	In which country were your closely-related persons born?
.6	Only <u>one</u> valid citizenship shall be stated here.
.7	On which date did the person receive their valid citizenship?
.8	If the person in question holds a dual citizenship – answer Yes to the point. If the person has a valid citizenship in other countries - state the country and from which date.
.9	If the person has previously had a citizenship in another state – provide details of which country and the date when such citizenship expired. <i>In the event of uncertainty as to whether the person has or has had citizenship in other countries, reply Yes and provide further information in the comments space of point 22.</i>
.10	Foreign addresses are addresses outside Norway. State the complete residential address in the foreign country: street name/street number/ house number, place name/postal code. An address consisting of a post office box number is insufficient. The name of (or address of) – an educational institution, embassy or military unit are insufficient for personal vetting abroad. In the event that a closely-related persons' stay corresponds with your own stay (both the address and the indicated dates) a reference may be made to your own address instead of writing the same address several times. When stating residential addresses in other countries, a printout from google maps, or similar mapping services, to the extent this is possible, shall be attached to verify the address. Postal number/postal code/zip code are codes that help the postal services to sort mail automatically. The format of the codes varies from country to country. State the city/location (post office), country and the length of the stay (from-to/month-year)
13.11	If you have a child by your current cohabitant/spouse/partner, this shall be stated.
21 References	
Provide the names of two persons as references. One of them should know you from studies or work, the other from your private life. The references shall not be closely-related persons. The reference persons must be made aware that you have put them forward as your references. If it is not possible to provide references as indicated above, provide information on this in point 22.	
22 Remarks/Comments	
This space is for your use. If you need more space, a separate sheet of paper must be used and attached. Own attachments must be numbered and your full name and date of birth must be provided at the top of each page.	
23 The number of attachments	
If you need more space than that provided by the form, for example, to give details on a matter or enter more closely-related persons, you must use a separate, numbered attachment. Number all attachments and write your full name and date of birth on the top of each page. Enter the total number of attachments in this space.	
24 Your consent and signature	
By signing this document, you confirm that you have read and understood this guidance, and that you have conscientiously and to the best of your ability filled in the Personal Data Form for security clearance.	

By signing the document, you give your consent to a personal vetting being conducted.

By signing the document, you confirm that you are aware that if you fail to provide correct and complete information, this may be significant to the outcome of the clearance decision.

If you are under the age of 18, it is required that your parents or guardian sign the document *Consent to Personal Vetting for Persons Under the Age of 18*.

Write your full name and date of birth at the top of each page of the form.

25 Clearance decision

This point is for the clearance authority only. It will be filled in when the clearance decision has been made.

26 Consent to a new personal vetting when renewing the security clearance within the clearance's period of validity.

If this version of the Personal Data Form is still valid, it may be used when requesting a new security clearance.

The request must be presented within the period in which the clearance is valid.

You must confirm here that you have read the form carefully in connection with a renewed personal vetting. Cross off one of the spaces here. If you have made changes at relevant places in the Personal Data Form, you must indicate which points you have changed. This must also be indicated in the comments space (point 22).

By signing the document, you consent to a personal vetting being conducted.