

REQUEST FOR SITE ACCESS
CLEARANCE

Must be filled in	The person's date of birth and ID no. (11 digits)	Surname	Given name

Important information
<p>Persons in charge of authorisations in entities, public administration agencies and legal persons subject to the Security Act may request the clearance authority to grant persons a security clearance.</p> <p>The form shall be filled in by the person in charge or the person who has been delegated the authority to grant authorisations in the entity. Requests for site access clearance shall have legal basis in Section 8 of the Security Act as mentioned in point 2.</p> <p>Before the person for whom site access clearance has been requested receives and fills in the Personal Data Form, the entity shall fill in clearance level the person requires. This is done under "<i>Important information for those seeking security clearance</i>" on page 1 of the form.</p> <p>A copy of the Personal Data Form shall be submitted to the clearance authority along with a justified and documented request for site access 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.</p> <p>The person in charge of security 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 relating to the Security Act.</p>

1 Information on the entity/principal and the required clearance level					
1.1 Entity/principal		1.2 Clearance authority		Journal no.	
SITE ACCESS CLEARANCE <input type="checkbox"/>		EXTENDED SITE ACCESS CLEARANCE <input type="checkbox"/>			
State duration of clearance requirement. Applies in particular to brief assignments, etc. Five years are max. validity					
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"/>	Or until date:
2 Reason for the clearance requirement					
2.1 Fill in the unique identification code for the object or infrastructure for which the person requires access to. The unique identification code is stated in the ministry's decision letter for the requirement of site access clearance for accessing the object or infrastructure.				_____	
2.2 Are there any compensatory security measures that can be implemented instead of subjecting the person of a site access clearance process?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
In order for the request for site access clearance to be processed, the unique identification code in 2.1 and answer to question in 2.2 needs to be submitted.					

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 documentation to the form.			
4 Place, date, stamp and signature (entity/principal)		Date of the person's signature in the PDF	
4.1 Address		E-mail address	
4.2 Name and position in capital block letters (see signature in point 4)		Tel.	No of attachments

Guidance for filling in the request for site access 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 Security Act and Regulations relating to site access clearance and other clearances (the clearance regulations).

Pt.	Explanation
1.1-1.3	<p>Indicated here is which administrative body, or other entity subject to the Security Act, which on behalf of the person in charge of authorisations requests site access clearance. Indicate which clearance authority (CA) is to process the "Request for site access clearance".</p> <p>In point 1.3 the reason for the request for site access clearance shall be indicated along with the legal basis of the requested clearance level and the required duration of the clearance. Investigate whether the person has previously been security cleared or site access cleared. Persons who are security cleared for CONFIDENTIAL or higher is also cleared for access to sensitive objects and infrastructure with a claim for security clearance.</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: SITE ACCESS CLEARANCE or EXTENDED SITE ACCESS CLEARANCE</p>
2	<p>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 and 2.2.</p> <p>It is not necessary to include the ministry's decision letter as an annex to the request for site access clearance.</p>
3	<p>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, and/or an individual persons' economy.</p>
4	<p>The person in charge of authorisations or the person who has been delegated authority to grant authorisations shall check that all points in the form have been filled in, sign and fill in his/her address before submitting the form to the clearance authority. Check that the person has signed point 16 of the Personal Data Form. Without a date and the signature of the person, no personal vetting can be initiated.</p>