

CONTRACTOR ATTACHMENT FOR PERSONNEL SECURITY CLEARANCE

GRADERINGSMERKE

Must be filled inn	The subject's date of birth and ID no. (11 digits)	Family name	Given name(s)

Important information for the Contractor of a classified procurement

The Contractor/Contracting authority involved in a classified procurement shall complete this attachment. It should only be completed by the person responsible for authorisations within the Contractor's/Contracting authority's organisation.

Before the person for whom a security clearance is being requested (hereinafter 'the subject') fills in the Personal Data Form, the Contractor/Contracting authority must fill in the clearance level required, under "Important information for those seeking a security clearance" on page 1 of the Personal Data Form.

The subject fills in the Personal Data Form and sends it to the person responsible for authorisation within the Contractor's/Contracting authority's organisation. The person responsible for authorisation or the person delegated this responsibility, fills out this attachment and sends this, together with the completed Personal Data Form, to the requesting authority.

1 Information about the Contractor/Contracting Authority, security clearance status and security clearance level					
1.1 Contractor	1.2 Contracting authority			Journal no.	
1.3 State the reason for the request for a security clearance and the legal bases for the security level.					
<input type="checkbox"/> No previous clearance <input type="checkbox"/> Changes to the clearance requirement (Renewal) <input type="checkbox"/> Clearance about to expire – no changes (Renewal)					
CONFIDENTIAL (C) <input type="checkbox"/>	ACCESS TO NATO INFORMATION			Indicate the required duration of the clearance, which must follow the official need of clearance. Maximum validity is five years.	
SECRET (S) <input type="checkbox"/>	NATO CONFIDENTIAL (NC) <input type="checkbox"/>	NATO SECRET (NS) <input type="checkbox"/>	COSMIC TOP SECRET (CTS) <input type="checkbox"/>	One year <input type="checkbox"/>	Two years <input type="checkbox"/>
TOP SECRET (SH) <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 bases for 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 Risk of unauthorised 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
2.2.1 Protected zone (Section 40 of the Regulations on protective security).	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2.2 Controlled 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 2.2. The clearance requirements must be justified and documented below. The request must contain a clear description of function, work duties, the nature of the assignment and/or which project the security clearance applies to. If more space is needed, use a separate sheet of paper and attach it to this form.	
If the requirement is justified in point 2.2 (risk of unauthorised access), the contractor/contracting authority must confirm that other measures to eliminate the risk are insufficient to remove the requirement for a security clearance.	
Description point:	

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

5	Place, date, stamp and signature (Contractor):	Date of the subject's signature in the Personal Data Form:
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 out the contractor attachment for personnel security clearance

The purpose of this guidance is to give the Contractor a general introduction to filling out this form, and 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>State here information on the Contractor and Contracting Authority.</p> <p>In point 1.3, state the reason for the request for security clearance and the legal basis of the security level, in addition to the necessary duration for the security clearance. Check if the subject has a current clearance.</p> <p>The contractor or the contracting authority must 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 subject for completion. This is also to inform the subject of the level he/she is to be cleared: CONFIDENTIAL, SECRET, TOP SECRET.</p>
2.	<p>Subjects that are to be authorised for access to information classified CONFIDENTIAL or higher, must have a valid security clearance prior to being authorised. The Contractor must justify, document the requirements for clearance by filling out points 2.1 to 2.2, and attach the required documentation.</p> <p><u>Pt. 2.2:</u> Subjects who through their work could accidentally gain access to information classified CONFIDENTIAL or higher, must be security cleared, unless the Contractor can confirm that security measures to eliminate the risk are sufficient to remove the requirement for clearance. If the reason for the request is the risk of unauthorised access, the person in charge of authorisations, or the person who has been delegated this authority, is asked to describe what security measures have been implemented in order to prevent this access, see Section 8-2(2) of the Norwegian Act on the National Security, and also Section 75 of the Regulation on protective security.</p>
3	<p>«Other security-related information» refers to information over and beyond that which appears in the Personal Data Form. Examples of information which may be relevant in this context could be reports on breaches of security, the subject's economy, or their health.</p>
4	<p>Check that the current cohabitant/spouse/partner is stated in point 13 in the Personal Data Form and that all closely related persons are entered if the clearance levels TOP SECRET are required. In addition, point 14 must be filled out if the subject has answered Yes to any of the questions about closely related persons in point 11 and 12.</p> <p>If any of the closely related persons have died, the subject is required to enter their names only. See the definitions of closely related person in the <i>Guidance for filling in the Personal Data Form for security clearance</i>.</p>
5	<p>The Contractor must sign the form and check that the subject has signed the Personal Data Form point 24/26. The clearance authority cannot start the clearance process without date and the subject's signature.</p>

The contractor attachment for personnel security clearance and the Personal Data Form shall be submitted together to the requesting authority. One contractor attachment must be filled out per subject for whom a security clearance is requested.