



## AUSTRALIAN GOVERNMENT SECURITY VETTING AGENCY

# Baseline Security Clearance Assessment— Information and Documents Required

A Baseline security clearance will allow the holder to access classified information and resources that are classified up to and including PROTECTED.

The security clearance process requires the Australian Government Security Vetting Agency (AGSVA) to collect personal information and documents to assess a clearance subject's suitability to have access to classified information and resources.

This requires the clearance subject to:

- complete and submit an online security clearance ePack questionnaire, and
- provide supporting documentation comprising:
  - mandatory AGSVA forms provided in the security clearance ePack
  - personal documents to confirm identity and background.

The security clearance level requested and your individual circumstances determine the number and complexity of the questions and the supporting documents required. If there are any gaps or anomalies identified from the information and documents you provide, the AGSVA may request additional documents.

To facilitate the process and ensure it is completed in a timely manner, we suggest you gather the information and supporting documentation in advance of completing your ePack questionnaire.

## Information

A Baseline security clearance requires a clearance subject to provide at least 5 years of background information. The list below is a guide to the primary information required for the ePack questionnaire but should not be considered exhaustive. Your responses to the questions in the ePack questionnaire may prompt additional questions and require additional documents to be submitted to support the information you provide.

Information collected as part of the Baseline process includes, but is not limited to:

- full name
- current address
- address history for the past 5 years
- employment
- employment history for the past 5 years
- education
- parent/sibling/children/cohabitant details
- overseas relatives
- citizenships
- overseas travel for the last 10 years
- official contacts
- legal proceedings
- social memberships
- character and professional/supervisor referee





## Documents\*

If you are undergoing an initial or upgrade security assessment, the supporting documents you need to provide may include, but are not limited to:

- The following mandatory AGSVA forms which will be automatically generated by the ePack when you have submitted your online questionnaire:
  - SVA021 Security Clearance Informed Consent and Official Secrecy Acknowledgement
  - SVA084 National Police Checking Service (NPCS) Application
  - SVA041 Statutory Declaration
- Full birth certificate (if born on or after 20 August 1986 please refer to the *Citizenship Requirements for People Born after 20 August 1986* fact sheet on the Fact Sheets and Forms page of the [AGSVA website](#))
- Proof of employment, both current and previous
- Proof of address, both current and previous
- And if held by the clearance subject:
  - change of name certificate(s) (e.g. deed poll certificate)
  - naturalisation and/or citizenship certificate(s)
  - current marriage certificate
  - divorce certificate(s) (i.e. decree nisi or decree absolute)
  - military discharge certificate
  - passport(s)
  - tertiary qualification (where a tertiary qualification is mandatory for the position)
  - driver licence or permit
  - identification card containing identification photograph

The above is only a guide. The exact documentation you will be required to provide will be listed in a *Schedule of Requirements* form which is included as part of the security ePack documentation. The *Schedule of Requirements* is personalised according to the clearance level requested and your individual circumstances.

You will be able to print your personalised *Schedule of Requirements* from your security clearance ePack when you have completed and submitted your online ePack questionnaire.

Further information is available via the Australian Government Personnel Security page of the Attorney General's [Protective Security Policy Framework](#) website.

If you require any assistance please call the AGSVA on t: 1800 640 450 or e: [securityclearances@defence.gov.au](mailto:securityclearances@defence.gov.au).

\* **Please note:** where personal documentation is in a language other than English, clearance subjects will need to obtain a translation of the document from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

A list of NAATI accredited providers can be found on their website at [www.naati.com.au](http://www.naati.com.au). Clearance subjects will need to provide the AGSVA with both the original untranslated document(s) as well as the translated document(s).

