



AUSTRALIAN GOVERNMENT SECURITY VETTING AGENCY

NV1 Clearance Assessment— Information and Documents Required

A Negative Vetting 1 (NV1) security clearance will allow the holder to access classified information and resources that are classified up to and including SECRET.

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. Your financial situation will also be taken into account during an NV1 assessment.

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

An NV1 security clearance requires a clearance subject to provide at least 10 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 NV1 process includes, but is not limited to:

- full name
- current address
- address history for the past 10 years
- employment
- employment history for the past 10 years
- education
- information relating to your most recent tax return
- annual salary (gross & net)
- average fortnightly expenditure
- details of any additional forms of income (pensions, government payments, child support, etc)
- details of any unusual or irregular forms of income (bequests, legal settlements, inheritance, etc)
- details of any and all investment accounts (including institution, current balance, account holders name)
- details of any and all credit cards (including institution, credit limit, type, description, balance, average payment)





Information required continued...

- details of current and previous real estate holdings, including investments (including dates of purchase, price, value, mortgage provider and account details)
- details of current motor vehicles (make, model, type, registration number, value, details of loans against vehicles)
- details of any other major assets
- details of business interests (ownership details, board membership or financial involvement in a business)
- details of any and all superannuation accounts
- social memberships
- details of referees
- current addresses/occupation for parents, siblings and children (children if over 18 and residing with you)
- details of travel for you/spouse/children for last 10 years (children if over 18 and residing with you)
- details of overseas relatives and contacts of a regular nature
- citizenships
- security clearance history
- official contacts
- legal proceedings

Documents*

If you are undergoing an initial or upgrade security assessment, the supporting documents you need to provide can include, but may not be 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
 - SVA084-1 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
- Details of all loans or other debts (e.g. statements, etc)
- Payslips
- 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), and
 - 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.

* **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. Clearance subjects will need to provide the AGSVA with both the original untranslated document(s) as well as the translated document(s).

