



This form is to be completed by an Agency Security Adviser or delegate

To: **Australian Government Security Vetting Agency**

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Facsimile: **08 7383 0379**

Mail: Department of Defence - AGSVA PO Box 1500 EDINBURGH SA 5111

All fields are mandatory unless indicated otherwise

Instructions for completion

The AGSVA is required to ensure that personal information held is maintained and up to date. The information collected on the SVA 004 *Change of Circumstances Report* is required to enable the AGSVA to maintain an individual's Personnel Security File. This information is collected, used and stored in accordance with the *Privacy Act 1988* and *Protective Security Policy Framework – Australian Government Security Protocol*.

This form is not to be used to request the cessation of an existing security clearance or cancellation of a security clearance assessment. To request the cessation or cancellation of a security clearance assessment please submit an SVA 015 *Cessation of Existing Security Clearance and Cancellation of Security Clearance Assessment Request Form*.

More information on reporting changes of personal circumstances can be found in the *Protective Security Policy Framework – Reporting changes of personal circumstances guidelines*.

Section 1 Provide details of the clearance currently held by the clearance holder/subject.

Section 2 Provide details of the clearance holder/subject.

Section 3 Provide details of the change in circumstances.

Section 4 Provide details of the Agency Security Adviser, delegated officer or security officer.

Section 1 – Level of clearance currently held

<input type="checkbox"/> Restricted	<input type="checkbox"/> Protected	<input type="checkbox"/> Baseline	<input type="checkbox"/> Highly Protected
<input type="checkbox"/> Confidential	<input type="checkbox"/> Secret	<input type="checkbox"/> Negative Vetting Level 1	<input type="checkbox"/> Top Secret
<input type="checkbox"/> Negative Vetting Level 2	<input type="checkbox"/> Positive Vetting	<input type="checkbox"/> Clearance Subject undergoing assessment	

Review for cause

Is this a request for a review of the clearance holder's suitability to maintain a security clearance? **Yes** **No**

Section 2 – Security clearance subject

Family name			Title	
Given names				
Previous family names				
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	AGS/Employee ID (if applicable)	
Date of birth	Place of birth	Town/City	State	Country
Phone			Mobile Phone	
E-mail				

Section 3 – Change(s) of circumstances

Please detail the change(s) of circumstances	
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Section 4 – Specified agency personnel or security officer

Family name			Title	
Given names				
Agency/Unit/ Group			Appointment	
Phone		Email		

Requesting officer signature

Date		Signature	
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Note: Signature is not required when form is electronically submitted from identified government email addressee

Why should changes in personal circumstances be reported?

- Personnel who hold a security clearance are granted the clearance by the Australian Government Security Vetting Agency (AGSVA) after careful consideration of all relevant information, including personal circumstances, on a whole of life assessment. Where there are changes in circumstances the decision to grant a clearance may need to be reconsidered.
- Some significant personal circumstances may be used by foreign governments, issue motivated groups or criminal organisations to coerce personnel into providing information or goods belonging to your agency. Commercial organisations may also use changes in circumstances to gain information that would give them an unfair advantage in dealings with your agency.
- Where your agency and the AGSVA are aware of your employees changes in personal circumstances it is less likely that these changes can be used as a lever and become a security risk.

Who should report significant changes of circumstances?

- Security clearance holders should report all changes in their circumstances at the time of the change. Managers should advise staff of the requirement to report changes in circumstances to the AGSVA.
- Managers should also report any changes in circumstances relating to their staff, to the agency security section, when they become aware of these changes.
- Management should openly encourage individuals to report significant changes in the behaviour of clearance holders where they feel it may impact on agency security.

What should be reported?

- Any changes of behaviour or circumstances that you have determined to be of concern to security within your agency or potentially to other agencies should be reported AGSVA.
- If agencies have conducted a full internal review of an employee and have found that a review for cause is required to determine the continued suitability of a clearance subject to hold a security clearance you should request a review utilising this form.

What are the consequences of reporting a change in circumstance?

- The AGSVA will undertake an assessment on all change in circumstance documentation it receives. When assessed the AGSVA will undertake the appropriate action.
- Where a report is received from another source an investigation into the validity of the information will be conducted prior to any further action.
- Where the change is considered of significant impact to the agency, or is likely to impact on national security, action to review the clearance will be initiated by the AGSVA.
- The AGSVA will advise the agency, unit or group of the outcome of all reviews.