

Clearance Coordination Centre  
CCC WI 002  
Clearance Coordination Process

**AUSTRALIAN GOVERNMENT SECURITY VETTING AGENCY**

**WORK INSTRUCTION**

**CLEARANCE COORDINATION CENTRE**

**CCC WI 002 CLEARANCE COORDINATION PROCESS**

**SPONSOR: DIRECTORATE OF VETTING CUSTOMER SERVICES**


**PURPOSE**

1. The purpose of this Australian Government Security Vetting Agency (AGSVA) Work Instruction is to outline specific actions to be taken by staff at the Clearance Coordination Centre (CCC) to confirm that a clearance pack is complete and details the subsequent actions to finalise the clearance coordination process.


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s33, s47E(d)



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s33, s47E(d)

s33, s47E(d)	Actions
Non-Australian Citizen	<ul style="list-style-type: none"><li>• Check the clearance pack for evidence of Australian citizenship.</li></ul>
	<p>s33, s47E(d)</p> <ul style="list-style-type: none"><li>• If Australian citizenship can be established, continue the coordination process.</li></ul> <p>s33, s47E(d)</p>

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14. The coordination officer is to confirm that the clearance subject is over 18 years of age. If the clearance subject was under 18 years of age at the time the signature documents were signed, parental consent is required on all signature forms except the *SVA041 Statutory Declaration*.

**Note:** If a clearance subject was under 18 years of age at the time the signature documents were signed with no parental/guardian consent but has now turned 18, the clearance subject is required to recomplete and provide all signature forms except the *SVA041 Statutory Declaration*.

s33, s47E(d)

Document Requirement	Guidance to Determine Acceptance
<p><b>For Baseline only:</b> SVA084 National Police Checking Service (NPCS) Application Form – No-Exclusion</p> <p><b>For NV, PV only:</b> SVA084-1 National Police Checking Service (NPCS) Application Form – Complete Exclusion</p>	<ul style="list-style-type: none"> <li>Signature page only is acceptable. s33, s33, s47E(d)</li> </ul>
<p>SVA100 Security Clearance Informed Consent</p> <p><b>OR</b></p>	<ul style="list-style-type: none"> <li>If the signatures pre-date the print date, the form is still valid. s33, s47E(d)</li> </ul>
	<ul style="list-style-type: none"> <li>This form can contain digital text however the clearance subject and the witness signatures cannot be digital.</li> <li><b>Note:</b> The parental consent signature can be digital.</li> </ul>
SVA041 Statutory Declaration	<ul style="list-style-type: none"> <li>State and Territory Statutory Declarations can be accepted <u>in addition</u> to the <i>SVA041 Statutory Declaration</i>, which must be provided to declare that the documents the clearance subject provided are complete and correct as issued by the relevant authority without alterations (self- certification).</li> <li>A Statutory Declaration signed in the Northern Territory can be witnessed by any person over the age of 18 (no qualification required).</li> <li>ADF personnel of the following ranks are not authorised to witness Statutory Declarations,</li> </ul>

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	<p>regardless of time served:</p> <ul style="list-style-type: none"> <li>NAVY - Able Seaman (AB), Seaman (SMN)</li> <li>ARMY – Private (PTE), Sapper (SPR), Craftsman (CFN)</li> <li>RAAF – Leading Aircraftman/Woman (LAC/W), Aircraftman/woman (AC/W), Non-commissioned Officer Cadet (NCOCDT)</li> </ul> <ul style="list-style-type: none"> <li>This form can contain digital text however a digital signature cannot be accepted.</li> <li>An ADF witness can be accepted if they are of appropriate rank. The rank of a witness can be confirmed via the Defence Corporate Directory (DCD). s33, s47E(d)</li> </ul>
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**Table 2 – Further Guidance to Determine if Signature Forms can be Accepted**

15. The coordination officer may seek further guidance for personal documentation acceptance in accordance with *Table 3*.

**Note:** For documents in a language other than English both the original untranslated version and a translation must be provided. Translations must be completed by either a government entity or a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

**Note:** Bilingual documents do not require a translation if one of the languages is English.

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Document Requirement	Guidance to Determine Acceptance
Birth Certificate	<ul style="list-style-type: none"> <li>Birth extracts are not acceptable for Australian born clearance subjects. A full Birth Certificate issued by Births, Deaths and Marriages must be provided.</li> <li>Clearance subjects born in India may supply their passport, High School Certificate, Certificate of Baptism or a Consular issued 'Overseas Citizenship of India' document, in conjunction with a Statutory Declaration explaining why they are unable to provide a Birth Certificate.</li> </ul>
Born in Australia on or after 20 August 1986	<ul style="list-style-type: none"> <li>If using the clearance subject's passport it must be issued on or after 1<sup>st</sup> January 2000</li> </ul>

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Document Requirement	Guidance to Determine Acceptance
	<p>for a period of at least two years.</p> <ul style="list-style-type: none"><li>• If using a parent's Australian Passport as evidence, it must have been issued after 20 Aug 1986 and prior to the clearance subject's birth.</li><li>• Parents Australian Birth extracts are not acceptable. A full Birth Certificate issued by Births, Deaths and Marriages must be provided.</li></ul>
Marriage Certificate	<ul style="list-style-type: none"><li>• Only required for the current marriage.</li><li>• If a clearance subject was married overseas and is unable to provide a copy of the Marriage Certificate, a Statutory Declaration can be accepted.</li><li>• If a clearance subject is widowed, a copy of the Marriage Certificate is only required for evidence of a change of name (if applicable).</li></ul>
Divorce Certificate / Decree Nisi	<ul style="list-style-type: none"><li>• Required for all finalised divorces.</li><li>• If a clearance subject was divorced overseas and is unable to provide a copy of the Divorce Certificate, a Statutory Declaration can be accepted.</li></ul>

Change of Name Certificate	<ul style="list-style-type: none"><li>If a clearance subject changed their name overseas and is unable to provide a copy of the Change of Name Certificate, a Statutory Declaration can be accepted.</li></ul> <p>s33, s47E(d)</p>
Certificate of Service	<p>[REDACTED]</p> <ul style="list-style-type: none"><li>If a clearance subject served overseas and is unable to provide a copy of their Discharge Certificate, a Statutory Declaration can be accepted.</li></ul>
Photo Identification	<ul style="list-style-type: none"><li>Photo Identification must:<ul style="list-style-type: none"><li>be issued by the Australian Government</li><li>be current (not expired)</li><li>contain a signature and a clear photograph</li><li>be complete and show all of the required details</li></ul></li><li>Expired photo identification can be accepted if it was current when the pack was receipted.</li><li><b>Note:</b> Driver licences issued in the Northern Territory contain the signature on the back of the card. A copy of both the front and back of the drivers licence is acceptable in this circumstance.</li></ul>
Category C Document	<ul style="list-style-type: none"><li>Must be current/not expired (if applicable)</li><li>If a second photo identification document is provided, this can be used to fulfil the category C requirement.</li></ul> <p>s33, s47E(d)</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>If the document shows the name of the clearance subject and their address details; payslips, utility bills, financial institution statements and Australian government issued correspondence can also be</li></ul>



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	accepted.
Proof of address	<ul style="list-style-type: none"><li>Acceptable evidence must include the name of the clearance subject and their address details.</li><li>Examples of acceptable evidence include, but are not limited to, Driver Licence, phone bill, utilities bill, Australian Taxation Office (ATO) Notice of Assessment, Official documents issued by Births, Deaths and Marriages, payslips, complete Electoral Enrolment letter, bank statements, etc.</li></ul> <p>s33, s47E(d)</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>s33, s47E(d) [REDACTED] [REDACTED] [REDACTED] In the first instance, clearance subjects must make every attempt to supply evidence for their current address.</li></ul>
Proof of employment / education	<ul style="list-style-type: none"><li>Acceptable evidence must include the name of the clearance subject and the name of the employer.</li></ul> <p>s33, s47E(d)</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>State or Territory Certificates of Education detailing the clearance subject's name can be accepted in lieu of a document from the specific school.</li><li>Examples of acceptable evidence include, but are not limited to, payslips, letter of service, Payment Summary (Group Certificate), PMKeyS report (Defence personnel only), photo identification card, business cards, bank statements containing employer information such as a direct deposit transaction from the employer, Letters of Offer (signed), etc.</li></ul> <p>s33, s47E(d)</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>Self-employed – acceptable evidence for a self-employed clearance subject is a Business Activity Statement with an Australian Business Number or by</li></ul>

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	<p>conducting a search via the Australian Securities and Investments Commission, a letter from an Accountant, etc.</p> <ul style="list-style-type: none"><li>• A Statutory Declaration detailing a current employment as evidence s33, s47E(d)</li></ul> <p>In the first instance, clearance subjects must make every attempt to supply evidence for their current employment.</p>
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**Table 3 – Further Guidance to Determine if Documents can be Accepted**

16. If the clearance subject submitted original primary identification documents or school reports, the coordination officer must copy the documents and return the originals to the clearance subject via registered mail s33, s47E(d)

s33, s47E(d)

18. The coordination officer may seek further guidance for information acceptance in accordance with *Table 4*.

Information Requirement	Guidance to Determine Acceptance
Clearance subject name	<ul style="list-style-type: none"><li>All iterations of the clearance subject's names on Australian identity documents must be included in the ePack. This does not include the omission of a middle name. For example, if one identity document listed 'John Robert Smith', and one identity document listed 'John Smith', one entry of 'John Robert Smith' in the ePack would be acceptable.</li></ul> <p>s33, s47E(d)</p> <ul style="list-style-type: none"><li>There is no requirement for shortened versions of names to be included in the ePack unless they are listed on identity documents e.g. identity documents show 'Robert' and other supporting documents indicate the use of 'Rob'.</li><li>Only the first middle name is required to be included in the ePack e.g. if the clearance subject's name is 'John Robert Paul Smith' on the identity documents, 'John Robert Smith' is acceptable in the ePack.</li><li><b>Note:</b> Identity documents are any birth certificate, citizenship certificate, marriage certificate, divorce certificate, change of name certificate and photo identification documents.</li></ul>
Clearance subject place of birth	The clearance subject's date of birth must contain the correct town, city and country of birth as per the supporting documentation. This is with the exception of foreign born clearance subjects.
Marital status	<ul style="list-style-type: none"><li>If the marital status is 'single' however partner details have been provided, there is no requirement for the marital status to be updated.</li><li>If the marital status is 'widower' there is no requirement for partner details.</li><li>For Baseline, NV1 and NV2 only, if the marital status is 'separated' there is no requirement for partner details however further investigation is necessary to determine if a marriage or divorced certificate is required.</li></ul>

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Information Requirement	Guidance to Determine Acceptance
Address and/or Employment	s33, s47E(d)

**Table 4 – Further Guidance to Determine if Information can be Accepted**

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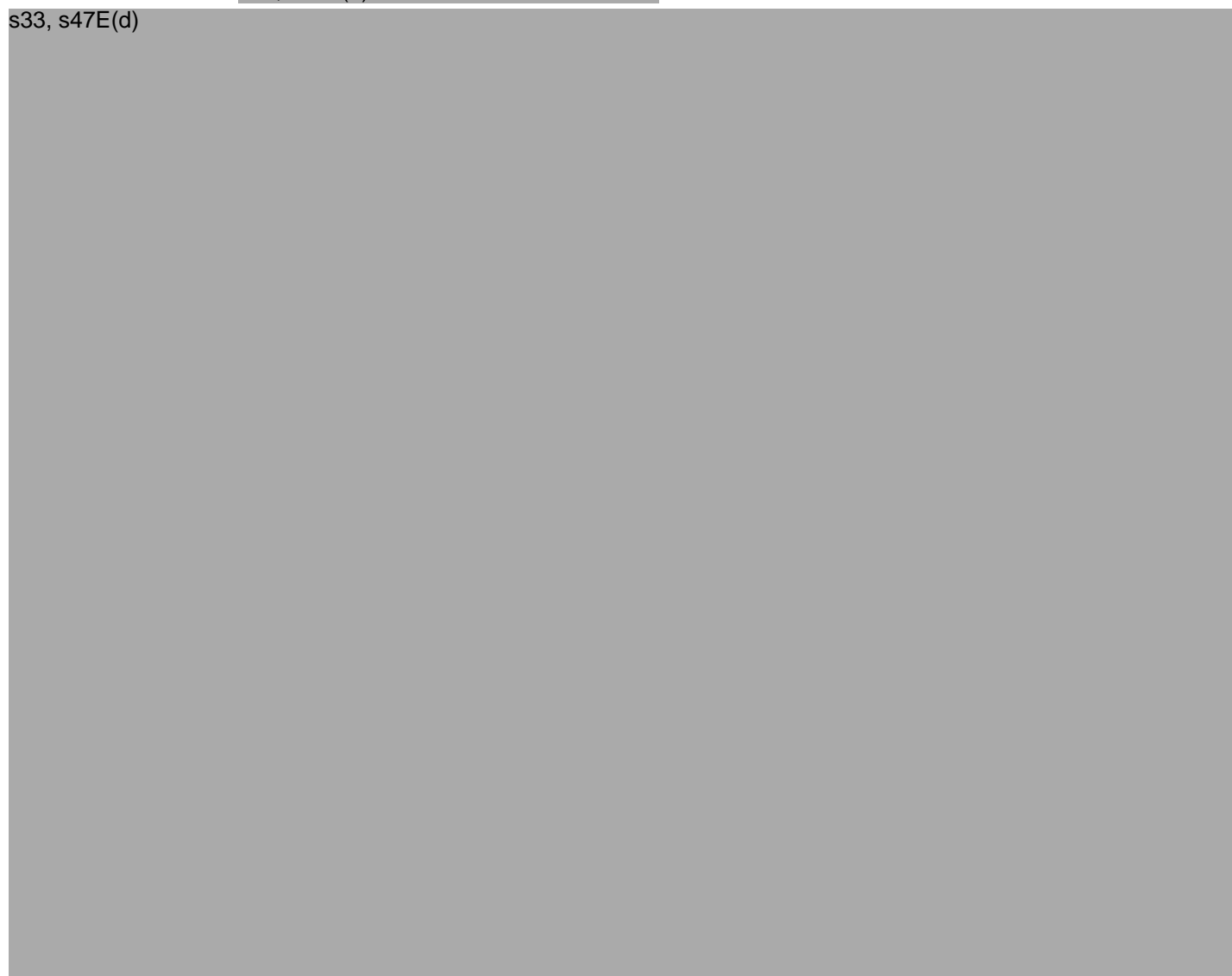
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s33, s47E(d)



23. If a *SVA100 Informed Consent and Official Secrecy Acknowledgement* was completed, the coordination officer is required to evaluate both the 'Official Secrecy Acknowledgement' and the 'General Consent'.
24. If an *SVA013 Eligibility Waiver Notification* has been provided, the coordination officer is to record this s33, s47E(d)

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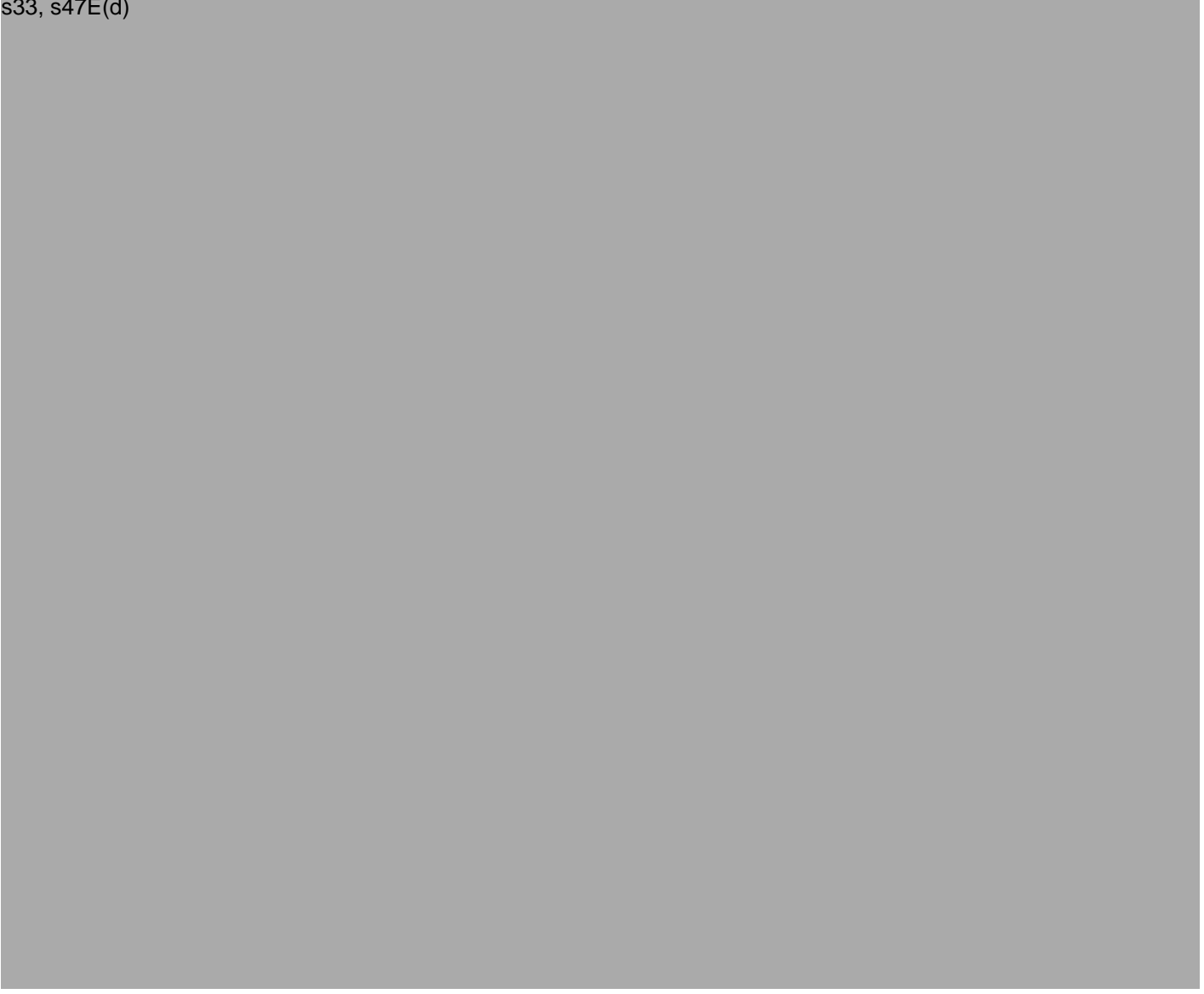


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## HAVE YOU DONE?

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<b>BDR checks:</b>	<ul style="list-style-type: none"> <li>• Identity check (name, DOB, place of birth)</li> <li>• Address history (checkable period)</li> <li>• Employment history (checkable period)</li> <li>• Partner's employment details</li> <li>• Parent's name</li> <li>• Check handwritten info</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Evaluate Pack:</b>	<ul style="list-style-type: none"> <li>• Translations (if applicable)</li> <li>• Blackout TFN/credit card details</li> <li>• Under 18 parental consent</li> <li>• If complete, submit Evaluate Pack</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>External Checks:</b>	<ul style="list-style-type: none"> <li>• Check police check initiated</li> </ul> <b>PV only (if applicable)</b> Entry/Exit <input type="checkbox"/> DFAT <input type="checkbox"/> Defence Ethics <input type="checkbox"/> MilPol <input type="checkbox"/>	<input type="checkbox"/>
<b>Uploading:</b>	<ul style="list-style-type: none"> <li>• Signature documents</li> <li>• Personal documents</li> <li>• Pack receipt emails</li> <li>• Non-compliance corro</li> <li>• BDR pages (with H/W info)</li> </ul> <b>PV only</b> <ul style="list-style-type: none"> <li>• Financial Documents</li> <li>• Entry/Exit Request email</li> <li>• SVA100 with photo</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Coord Complete:</b>	<ul style="list-style-type: none"> <li>• Coord complete note</li> <li>• Remove docs received flag</li> <li>• Allocate to relevant queue</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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**Australian Government**  
**Department of Defence**

**AUSTRALIAN GOVERNMENT SECURITY VETTING AGENCY**

**WORK INSTRUCTION**

**CLEARANCE COORDINATION CENTRE**

**CCC WI 004 POSITIVE VETTING COORDINATION SUPPLEMENT**

**SPONSOR: DIRECTORATE OF VETTING CUSTOMER SERVICES**

**PURPOSE**


1. The purpose of this Australian Government Security Vetting Agency (AGSVA) Work Instruction is to outline the additional actions to be taken by staff at the Clearance Coordination Centre (CCC) when processing a Positive Vetting (PV) clearance pack.

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**Entry/Exit Checks (Movement Records)**


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**Military Police and Defence Ethics Checks**

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**DFAT Ethics Checks**

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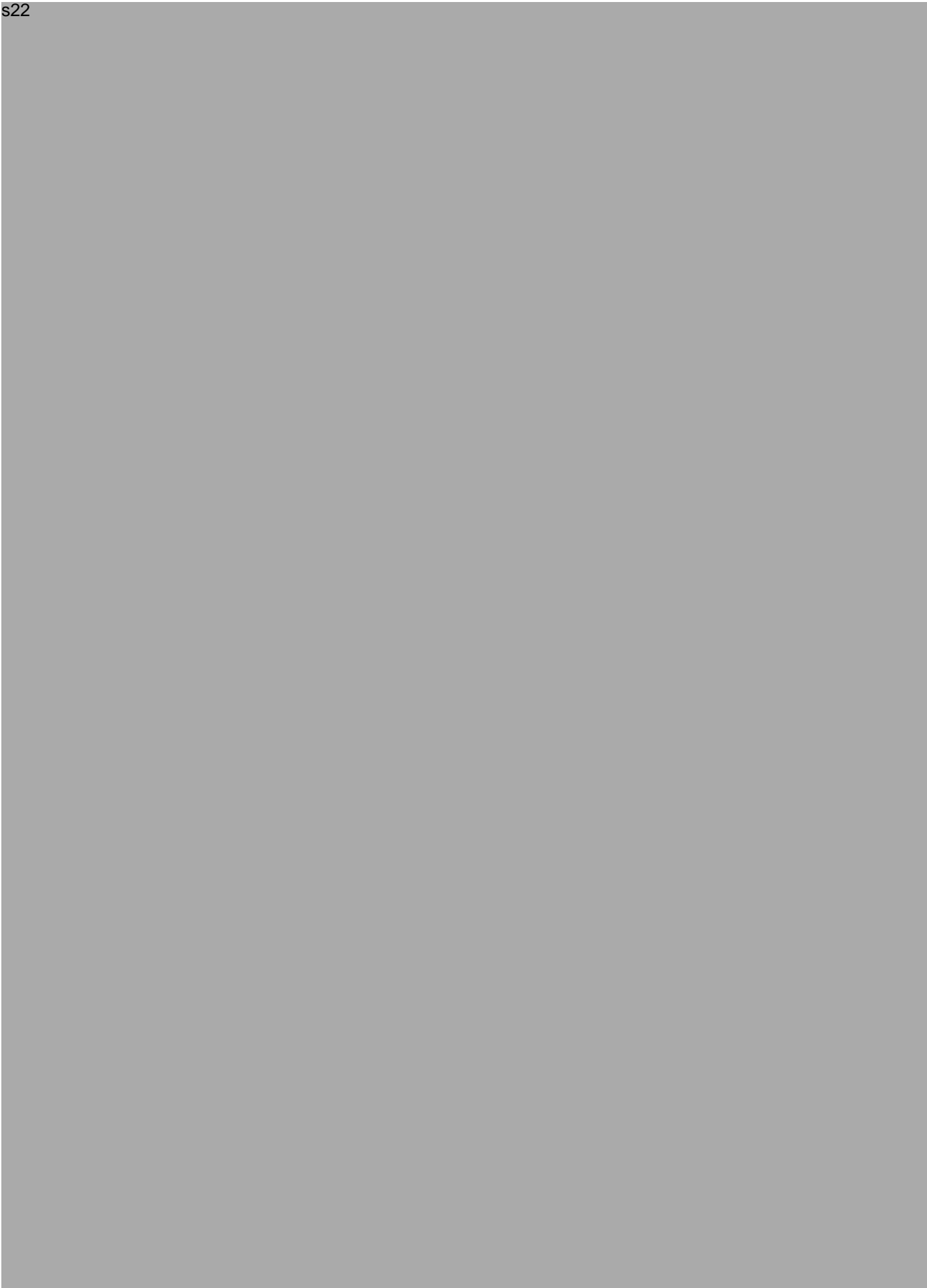


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Australian Government  
Department of Defence

# Australian Government Security Vetting Agency

## Policy & Procedure Document

## 2:2 Clearance Pre-assessment Coordination

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About this document

## About this Document


### References

1. A reference list is provided at Annex A.


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### Overview

3. Clearance pre-assessment coordination involves:
  - a. checking to determine if a submitted security clearance request pack is complete;

s33, s47E(d)  


- c. requesting additional information from the clearance subject if required.
4. During the clearance pre-assessment coordination phase, the coordination officer gathers the documentary evidence required to corroborate the clearance subject's identity and to enable the Assessing Officer (AO) to conduct their assessment of the clearance subject's suitability.

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Determining if a Clearance Pack is Complete


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## Determining if a Clearance Pack is Complete

### Forms

7. The following forms are associated with this procedure:
- SVA100 – Security Clearance Informed Consent*
  - SVA041 – Statutory Declaration.*
  - SVA084 or SVA084-1 – National Police Checking Service (NPCS) Application Form(s).*
  - SVA082 – Consent for Release of Personal Security File or Grant Notification.*


s33, s47E(d)



### Documentary and Information Requirements

8. When the AGSVA receives a clearance pack, the coordination officer must check the clearance pack to assess whether it is complete.

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 Determining if a Clearance Pack is Complete

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### Documentary Requirements

s33, s47E(d)

s33, s47E(d) Further documentary requirements depend upon whether the clearance level being assessed is Baseline, Negative Vetting Level 1 (NV1), Negative Vetting Level 2 or Positive Vetting (PV). Documentary requirements specific to the clearance levels are shown in *Table 3* and *Table 4*.

15. If a clearance subject is unable to meet the documentary requirements, the coordination officer is to seek alternative proof-of-identity documents from the clearance subject, s33, s47E(d)

Refer to the section *Request Missing Information from a Clearance Subject* within this document.

Documentary requirement	Baseline, NV1, NV2 and PV
SVA084 or SVA084-1 <i>National Police Checking Service (NPCS) Application Form</i>	<ul style="list-style-type: none"> <li>Confirm that the <i>National Police Checking Service (NPCS) Application Form</i> (either SVA084 or SVA084-1) is correctly signed and dated.</li> <li>If the clearance subject is under 18, ensure a parent or legal guardian has also signed the form.</li> </ul>

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Documentary requirement	Baseline, NV1, NV2 and PV
<ul style="list-style-type: none"> <li>• <i>SVA100 – Security Clearance Informed Consent</i></li> </ul>	<ul style="list-style-type: none"> <li>• Confirm that the <i>SVA100</i> has been submitted.</li> <li>• Confirm the form is correctly signed, dated and witnessed and that the form was signed and witnessed on the same date. s33, s47E(d)</li> <li>• If the clearance subject is under 18, ensure a parent or legal guardian has also signed the form. s33, s47E(d)</li> </ul>
<i>SVA041 – Statutory Declaration</i>	<p>An <i>SVA041 – Statutory Declaration</i> is mandatory for all clearance levels.</p> <ul style="list-style-type: none"> <li>• Confirm the <i>SVA041</i> is correctly signed, dated and witnessed on the same date. s33, s47E(d)</li> <li>• There is no requirement to assess a blank <i>SVA041</i>.</li> </ul>
Birth certificate	<p><input type="checkbox"/> Confirm evidence of birth certificate. s33, s47E(d)</p>



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Determining if a Clearance Pack is Complete

Documentary requirement	Baseline, NV1, NV2 and PV
Recognition of gender	<ul style="list-style-type: none"> <li>Required if a clearance subject has legally changed their gender or identifies as a gender that is different to their sex at birth.</li> <li>The <i>Australian Government Guideline on the Recognition of Sex and Gender</i> approves recognition of the following evidentiary documents: <ul style="list-style-type: none"> <li>Statement from a Registered Medical Practitioner or a Registered Psychologist which specifies gender.</li> <li>Current Australian Government travel document, such as a passport, which specifies gender.</li> <li>Australian birth certificate which specifies gender.</li> <li>Document issued by the Registrar of Births, Deaths and Marriages recognising a change of sex or gender.</li> </ul> </li> </ul>
Naturalisation certificate	Confirm evidence of naturalisation certificate. s33, s47E(d)
Australian born on or after 20 August 1986	
Marriage certificate	<ul style="list-style-type: none"> <li>Confirm evidence for the current marriage.</li> <li>Marriage certificate issued by the Registrar of Births, Deaths and Marriages is acceptable.</li> </ul> s33, s47E(d)
Divorce certificate (i.e. decree nisi or decree absolute)	<ul style="list-style-type: none"> <li>Confirm evidence for all divorces.</li> <li>Confirm all pages referred to on page 1 of the divorce certificate have been provided.</li> <li>An email divorce certificate is acceptable where: <ul style="list-style-type: none"> <li>it is emailed officially from a court; and</li> <li>a copy of both the email and certificate are provided.</li> </ul> </li> </ul>

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Documentary requirement	Baseline, NV1, NV2 and PV
Change of name certificate	<ul style="list-style-type: none"> <li>Check for official or legal name change documentation (i.e. deed poll or history of name change on a birth certificate).</li> <li>Confirm all pages of the document have been provided.</li> </ul>
Discharge certificate or military service record	Confirm evidence of military service or discharge for any exserving Army, Navy, Air Force or Reservists of any country (including Australia) if service occurred during the checking period.
s33, s47E(d)	

Table 2 - Documentary Requirements for All Clearances

16. For Baseline, NV1 and NV2 clearances, the documents described in *Table 2* are required in addition to those in *Table 3*.

Documentary requirement	Baseline, NV1 and NV2 only
Proof of current address	s33, s47E(d)
Proof of a previous address	
Proof of current employment	
Proof of a previous employment (NV1 and NV2 only)	

Table 3 - Additional Documentary Requirements for Baseline and NV Clearances

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Determining if a Clearance Pack is Complete

17. For PV clearances, the documents described in *Table 2* are required in addition to those listed in *Table 4*.

<b>Documentary requirement</b>	<b>PV only</b>
Proof of current address	<ul style="list-style-type: none"> <li>s33, s47E(d)</li> <li>Where a clearance subject has both a current and temporary residence, confirm evidence of one, not both.</li> </ul>
Proof of all previous addresses for last ten years	s33, s47E(d)
Proof of all previous employments for the past ten years	s33, s47E(d)
Payslip	Most recent payslip for all current employment.
Photographs	Two passport-style photographs.
<b>Documentary requirement</b>	<b>PV only</b>
Passports	<p>For each passport held, including official passports, copies of the identification page and all pages containing information.</p> <p>s33, s47E(d)</p>

*Table 4 - Additional Documentary Requirements for PV Clearances*

### Information Requirements

18. For all clearance levels, the coordination officer should ascertain if the mandatory information has been provided in the BDR in accordance with *Table 5*.

<b>Information requirement</b>	<b>Baseline, NV1, NV2 and PV</b>
Clearance Subject details	s33, s47E(d)

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Information requirement	Baseline, NV1, NV2 and PV
Marital Status	s33, s47E(d)
Employment	
Parents	

**Missing Documents or Information**

19. If the coordination officer identifies that the clearance pack is missing documentation or information they are to request it from the clearance subject. Refer to the section *Requesting Missing Documentation or Information from a Clearance Subject* in this document.
20. If a clearance subject is unable to meet the documentary requirements, the coordination officer is to request them to provide alternative documents that provide an equivalent level of information. s33, s47E(d)

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Determining if a Clearance Pack is Complete

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## Document Certification

In March 2013, the Attorney-General's Department changed the requirement for the certification of documents. Certification is no longer required on an individual basis for each document submitted by a clearance subject. Instead, certification is now achieved by the clearance subject completing and submitting a revised SVA041 – *Statutory Declaration* that states that all documents they provide to the AGSVA are complete and correct as issued by the relevant authority without alterations. This applies to all clearance levels.

## Original Documents

21. If the clearance subject has submitted original documents to support the clearance process, the coordination officer must:

- a. copy the original documents; and
- b. return the original documents to the clearance subject by registered mail.

## Recognition of Sex and Gender

22. The Australian Government recognises that individuals may identify and be recognised within the community as a gender other than the sex they were assigned at birth and stated on their original birth certificate. An individual may also choose to identify as a gender which is not exclusively male or female.

s33, s47E(d)

## Name Variations

### Change of Name upon Separation or Divorce

24. If a clearance subject is separated or divorced, they may legally resume their premarriage name (if applicable) without undertaking a formal process to change their name, s33, s47E(d)

### Hyphenated or Double Surnames

25. No formal process, in addition to the issuance of a marriage certificate, is required for persons who change their name following marriage, s33, s47E(d) The most common situation is a female adopting her husband's last name. A marriage certificate is acceptable as evidence of the hyphenation or use of both last names.

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27. The name(s) used by the clearance subject must align with their official identity documents including, but not limited to: birth certificate, marriage certificate(s), divorce document(s), and change of name certificate.

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**Non-English Documents**

31. A document provided in a language other than English must be accompanied by a copy of a full translation of the original document. The following are acceptable:

- a. Bilingual certificates and translations issued by a foreign government agency.
- b. Translations provided by translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). Documents provided by the Department of Immigration and Border Protection (DIBP) are also acceptable.

**Note:** Translations from foreign non-government sources must not be accepted.

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### **New Zealand Passport Holders – Special Category Visa**

33. New Zealand citizens who enter Australia under the Trans-Tasman Travel Arrangement (1973) between the Australian and New Zealand Governments are not required to apply for a visa before travelling.

34. New Zealand citizens are granted a Special Category Visa (subclass 444) (SCV) on arrival to Australia subject, upon them presenting a valid New Zealand passport and incoming passenger card for immigration clearance. The visa is recorded electronically by DIBP. Information regarding New Zealanders in Australian is available on the DIBP website s33, s47E(d)

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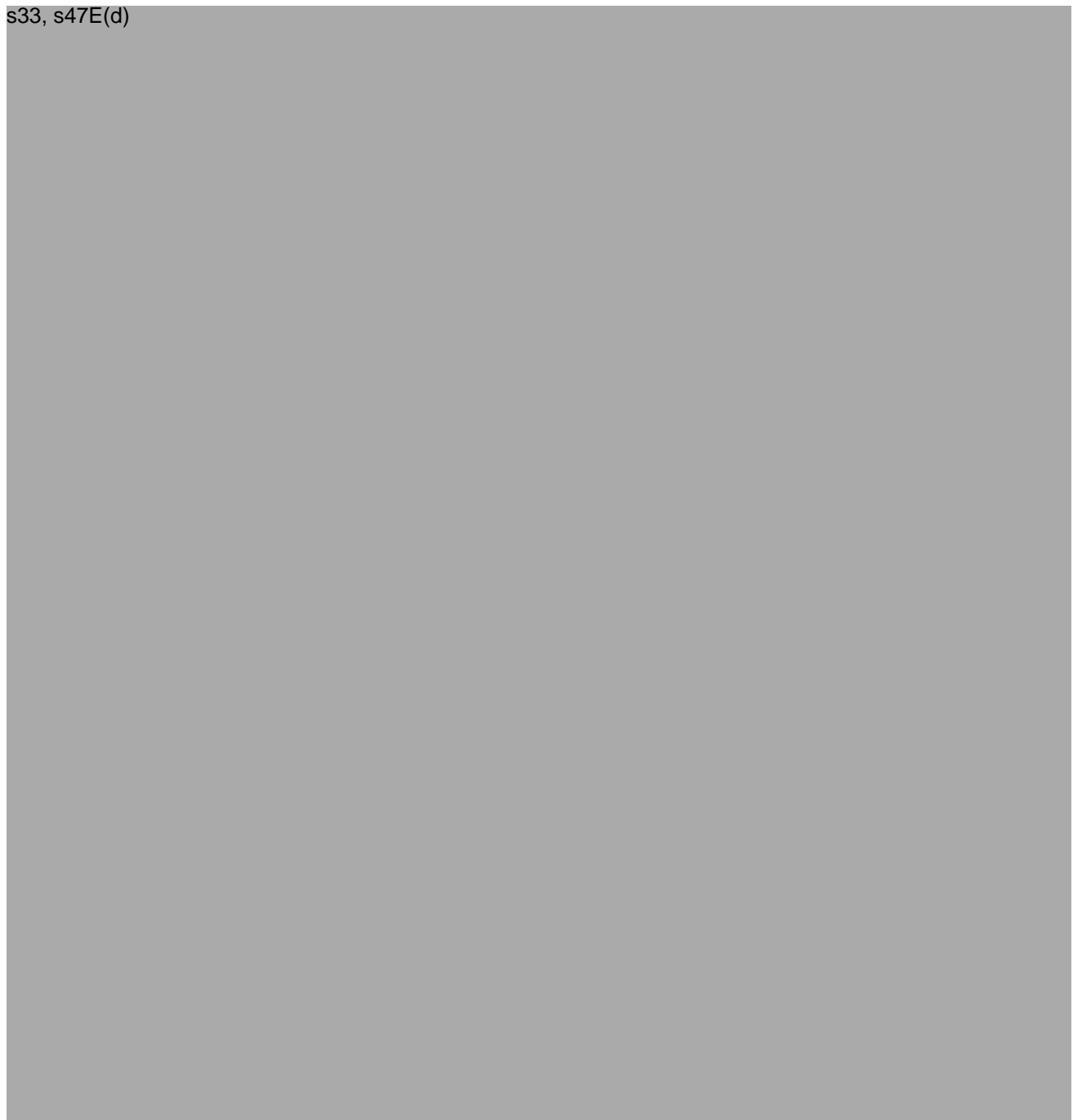
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## Requesting Missing Documentation or Information from a Clearance Subject

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49. To enable AGSVA to provide timely vetting services, s33, s47E(d)



when requesting any required documentation and / or information from the clearance subject.

50. Upon receipt of the requested information and / or documentation, the coordination officer is to re-commence the clearance process.

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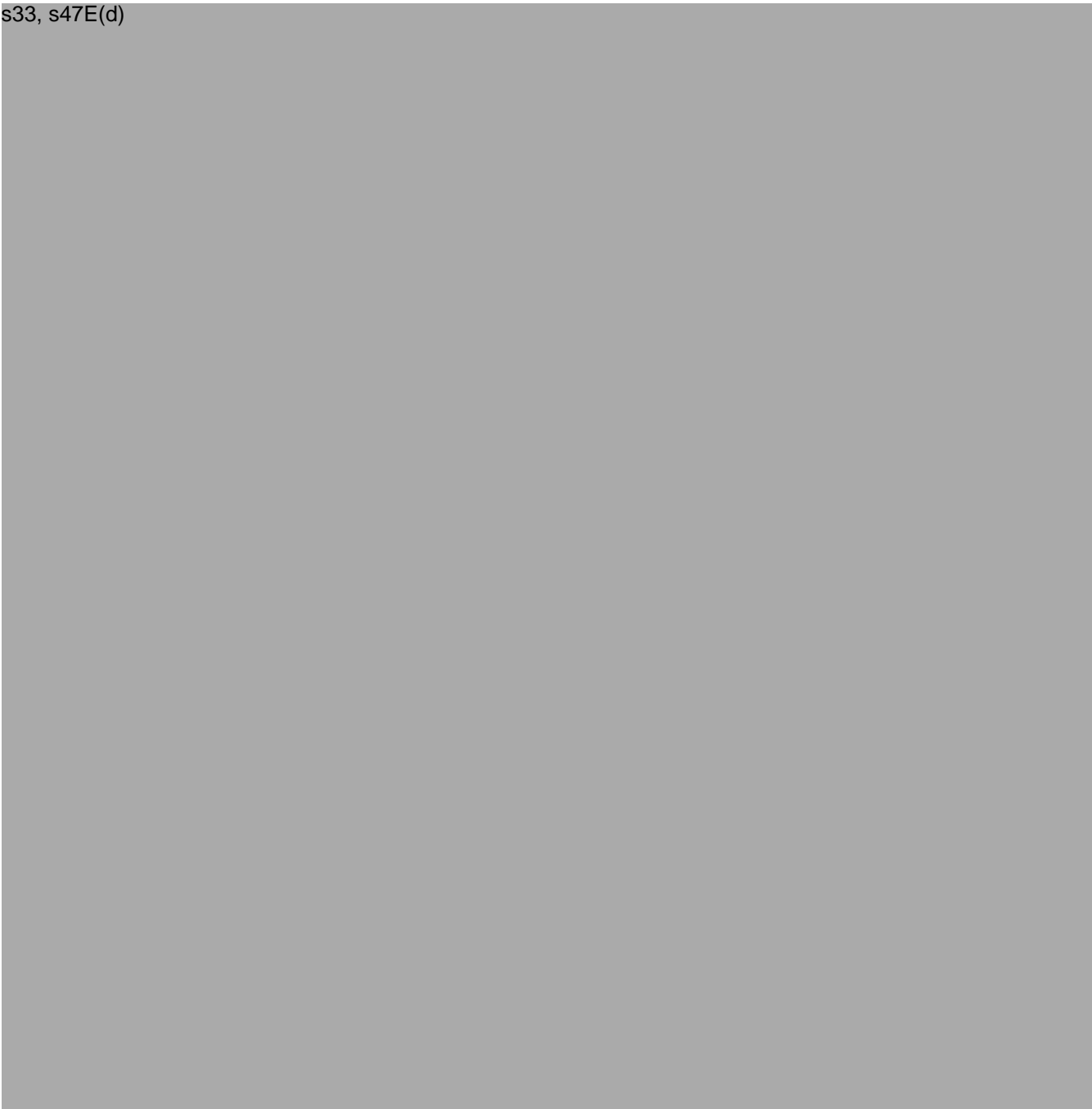
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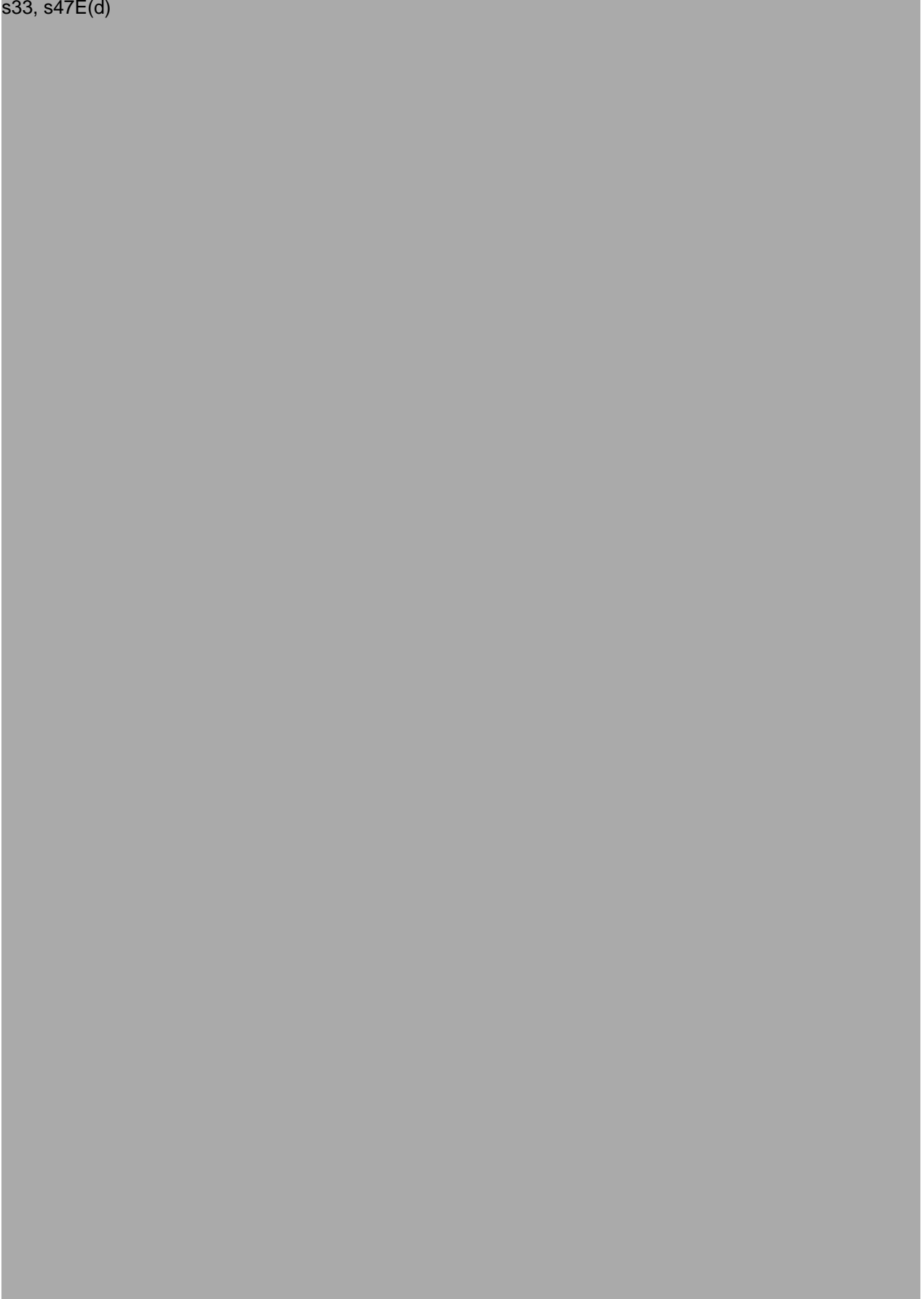
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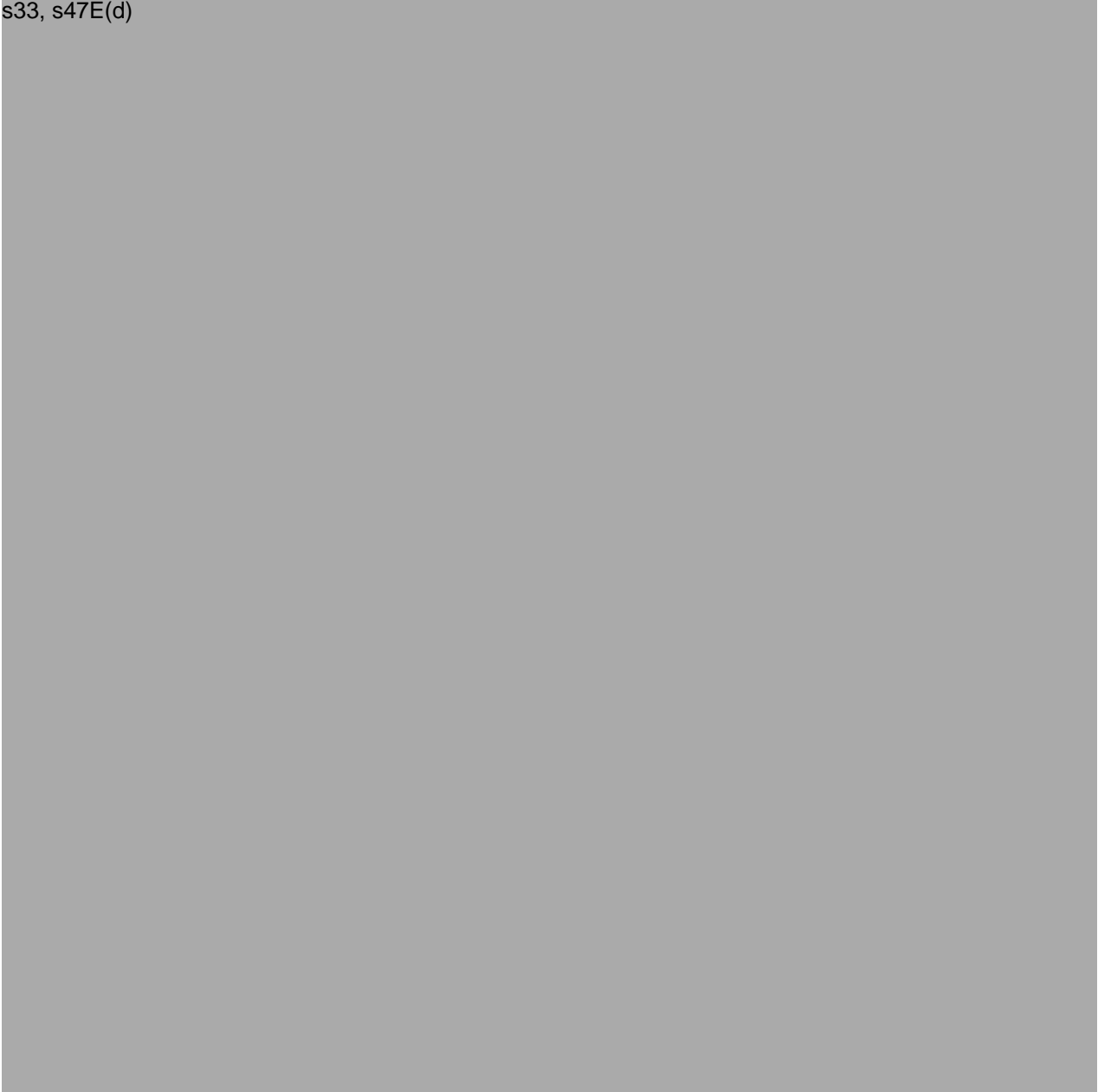
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