United Kingdom
Security Vetting

CTC and SC
Completing your Security Questionnaire

Hints and Tips to help you avoid the most common errors on a Security Questionnaire

Please note this Hints and Tips leaflet should be read in conjunction with the 'National Security Vetting Solution (NSVS) Portal – Guidance for Subjects' document which can be found on Gov.uk at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592138/20160928_-_NSVS_Portal_Guidance_Notes_SUBJECT_V1.3.pdf

Before you start

What personal information should you have ready before you begin?

- ☐ Your full name details (including all middle names)
- ☐ Your place of birth – town, county and country
- ☐ Any UK or overseas addresses for the last 5 years
- ☐ Cohabiting partners details for the last 3 years
- ☐ Details of any current/previous marriage or Civil Partnerships
- ☐ Details of any divorce, separation or dissolutions

- ☐ Your parents details including birth, step and foster parents or legal guardians and any other Partner that any of them currently has or has had within the last 3 years.
- ☐ Employment information covering the last 5 years.
- ☐ Any criminal convictions (spent and unspent)

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How can you avoid the most common errors?

Your Details:
- Include your full name details including **ALL** middle names and any other names you have been known by
- Enter your place of birth – town (registration Sub-district), county (registration District) and country as it appears on your birth certificate

Address Details:
- Detail all of your previous UK or overseas addresses for the last 5 years including university, military and temporary accommodation
- Please utilise the postcode finder to help you with postcodes. Every single address throughout the application is checked and your application may be delayed if this information is incomplete or inaccurate. Remember to type the Post Code in capital letters and include the space e.g. AB12 3CD.

Contact Details:
- Please ensure that you provide both a telephone number and an email address where we can contact you should we require additional information

Marital Status Details:
- Include your cohabiting partners details for the last 3 years. The term partner includes both your spouse and/or someone with whom you have been/are living with and have a committed relationship:
  - Current and previous surnames/forenames/middle names
  - Addresses – if you don't have the last known residential address then please tell us in the 'Add Additional Information' section.
  - Date of adoption (if applicable)
  - Date of death – even if your partner has died within the last 5 years, for National Security vetting purposes we still need their last known residential address
  - Nationalities/citizenships
- Details of your current/previous marriage or civil partnership (date and place) and any divorce/separation/dissolution (date and court) should also be included

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How can you avoid the most common errors?

Parent Details:
- Enter your parents details (including **ALL** middle names) including your birth mother and father, any **step-parents**, foster parents or legal guardians and **any other Partner** that any of them currently has, or has had within the last 3 years
- We do appreciate that this can be a difficult section as you must include information about your Parent's Partners i.e. if your parent has remarried or is living with someone you may not think of them as a Parent but we still need their details
- Even if your parent has died, for National Security Vetting purposes we still need their last known residential address prior to their death if you have it
- If you are unable to enter any details within this section please let us know in the 'Add Additional Information' section why some details are missing.

Employment and Supervisor Details:
- Include your record of employment information and/or military service for the **past 5 years** including dates of service and Supervisor's details
- Please ensure that a full 5 years Supervisors details are provided including the correct title/rank, Forename, Surname together with **current** telephone numbers and email addresses. This is because as part of the National Security Vetting process we may contact your Supervisor(s) to ask about you
- If you are unable to enter any details within this section please let us know in the 'Add Additional Information' section why some details are missing

Criminal Convictions:
- Any criminal convictions both spent and unspent in any country
- You must declare all offences no matter how long ago they were and how trivial you may think they are
- Your responses will be checked against the Police National Computer which is why they need to be 100% accurate.

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Before you submit

Every aspect of your application is checked for accuracy and completeness – even the post codes.

You would be surprised how many people input their date of birth incorrectly. We really appreciate your help in completing the application as fully and accurately as you can first time around. This will ensure that there are no delays because we have to come back to you to request missing or additional information.

If there are any gaps within the information you have provided then please explain them in the 'Add additional information' box.

Should you wish to retain a copy of your completed Security Questionnaire please ensure that you print a copy prior to pressing submit. Once an application has been submitted you will not be able to access the print function.

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