



SECURITY CLEARANCE INFORMATION GUIDE

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Eligibility

In order to be eligible for an Australian Government security clearance, an individual must meet the following eligibility requirements:

Australian citizenship – determined by the sponsoring entity before requesting a clearance

Checkable background – determined by AGSVA as part of the vetting assessment

Suitability

In addition to confirming an individual is eligible to hold an Australian Government security clearance, AGSVA will determine if an individual is suitable to hold a security clearance. This is done by conducting certain checks prescribed by the Australian Government's Protective Security Policy Framework (PSPF), and making an assessment of the individual's overall integrity using the following character traits:

- honesty
- trustworthiness
- maturity
- tolerance
- resilience
- loyalty

The PSPF requires that any doubt regarding an individual's suitability to hold a security clearance must be resolved in the national interest.

The assessment of a clearance subject needs to establish confidence that they possess a sound and stable character, and that they are not unduly vulnerable to influence or coercion.

Security clearance levels

There are four levels of security clearances:

Clearance Level	Level of ongoing access permitted	Level of conditional access
Baseline	Classified resources up to and including PROTECTED	
Negative Vetting Level 1	Classified resources up to and including SECRET	NV1 security clearance holders can be provided with temporary access to TOP SECRET classified resources in certain circumstances
Negative Vetting Level 2	Classified resources up to and including TOP SECRET	An NV2 clearance will be sufficient for most roles requiring intermittent access to TOP SECRET classified resources
Positive Vetting	Classified resources up to and including TOP SECRET, including some caveated information	PV Clearances should only be sought where there is a demonstrated need to access extremely sensitive information, capabilities, operations and systems. Entities should first consider whether an NV2 clearance would meet positions requirement for a security clearance.

Security clearance time frames

The time frame to receive a security clearance will depend on a range of factors, including:

- the level of clearance
- the time taken for the applicant to provide a completed vetting pack
- the extent to which the applicant can demonstrate that they meet the eligibility criteria
- the availability of the applicant and their referees to attend interviews or provide additional information if required
- the timeliness of external checks and assessments

Table 1 is a general guide to the time frame for each clearance level:

Clearance Level	AGSVA issues vetting pack	Applicant completes vetting pack	AGSVA completes vetting assessment
Baseline	5 - 10 business days	20 business days	20 business days
Negative Vetting Level 1	5 - 10 business days	20 business days	70 business days
Negative Vetting Level 2	5 - 10 business days	20 business days	100 business days
Positive Vetting	5 - 10 business days	20 business days	180 business days

The vetting assessment commences when AGSVA receives a fully completed vetting pack, including supporting documentation, from the clearance subject. The AGSVA Service Level Charter specifies that the majority of vetting assessments will be completed within these time frames.

What will AGSVA look at or review?

AGSVA conducts the following external checks as part of the vetting assessment process:

Period of background check:

- Baseline – 5years
- NV1 & NV2 – 10years
- PV – whole of life

Check	Baseline	NV1	NV2	PV
Verification of identity	✓	✓	✓	✓
Confirmation of Australian citizenship and status of any other citizenships	✓	✓	✓	✓
Background check	5 years	10 years	10 years	Greater of 10 years or from the age of 16.
Referee checks	✓	✓	✓	✓
Digital footprint	✓	✓	✓	✓
National police check	No exclusion ✓	Full exclusion ✓	Full exclusion ✓	Full exclusion ✓
Financial history check	✓	✓	✓	✓
Financial statement	*	✓	✓	Supporting documents required ✓
Financial probity check	*	*	*	✓
ASIO assessment	*	✓	✓	✓
Security interview	*	*	✓	✓
Psychological assessment	*	*	*	✓

Gathering information and documents required

As soon as you know you are going to undergo a security clearance assessment you can get started by gathering your personal documents and information. AGSVA recommends you do this as early as possible, particularly if you need to get new copies from interstate or overseas.

Once a request is received for a new security clearance, AGSVA will email you details to access the my Clearance portal. You will have up to 20 business days from the time you receive your application to complete and submit your security clearance application, including uploading the required supporting documentation.

The information in the tables below is a general guide of what you can expect to provide to AGSVA. You will be provided an individualised list of personal documents required at the end of your clearance application process.

The documents you need to collate:

Application Information

Check	Baseline	NV1	NV2	PV
Details of partner, parent, siblings, children, cohabitants (over 18yrs old) Full name, date and place of birth, current address, citizens, current employment, overseas travel	✓	✓	✓	✓
Overseas relatives Full name, relationship, country, citizenship, current address, residence since, occupation	✓	✓	✓	✓
Official Foreign Government Contacts Full name, employment details	✓	✓	✓	✓
Financial Information	✓	✓	✓	✓
Employment history Name of employer, position, dates, address	5 years	10 years	10 years	10 years or to age 16 - whichever is greater
Address history Full address and dates resided	5 years	10 years	10 years	10 years or to age 16 - whichever is greater
Education history Name of institution, years attended, qualification received	5 years	10 years	10 years	10 years or to age 16 - whichever is greater
Overseas travel Country, dates & reason for visit	10 years	10 years	10 years	10 years or to age 16 - whichever is greater

Check	Baseline	NV1	NV2	PV
Passport and Travel Documents Issuing Country, passport number, type, validity	*	*	*	Whole of Life
Character and professional referees Including full name, contact details, period known, nature of association NB; Require employment details for professional referee	5 years	10 years	10 years	Whole of Life
Social memberships Name of club/association, purpose dates of membership	If applicable	If applicable	If applicable	If applicable
Legal proceedings Type, description, location, outcome	If applicable	If applicable	If applicable	If applicable
Security clearance history Details of clearance issued by AGSVA or other government department/ agency i.e. Clearance level, sponsor and/or granting department, and grant date.	If applicable	If applicable	If applicable	If applicable

Personal Documents

Requirement	Baseline	NV1	NV2	PV
<p>Full Birth Certificate (Born in Australia)</p> <p>Must contain a minimum of one parent's details. An extract is not acceptable.</p> <p>If you were born in Australia on or after 20 August 198, refer to Proof of Australian Citizenship below</p>	✓	✓	✓	✓
<p>Full Birth Certificate (Born Overseas)</p> <p>If in a language other English, you must also provide a translation from a translator accredited by NAATI</p>	✓	✓	✓	✓
<p>Proof of Australian Citizenship</p> <p>Born overseas - Australian citizenship certificate</p> <p>Born in Australia on or after 20 August 1986 - Provide additional documentation as proof of your Australian Citizenship, i.e. Australian passport, parent's full birth certificate or parent's Australian citizenship certificate issued after your birth and before 20 August 1986</p>	✓	✓	✓	✓
<p>Current Marriage Certificate</p> <p>Issued by the Registrar of Birth, Deaths and Marriages</p>	If applicable	If applicable	If applicable	If applicable
<p>Divorce certificate(s)</p> <p>Decree nisi or decree absolute for all previous Divorces</p>	If applicable	If applicable	If applicable	If applicable
<p>Change of name certificate(s)</p> <p>Legal name change document or deed poll</p>	If applicable	If applicable	If applicable	If applicable
<p>Certificate of Service or discharge</p> <p>Military service record</p> <p>For previous service in the Defence Forces of any country</p>	If applicable	If applicable	If applicable	If applicable
<p>Current Photo Identification</p> <p>Issued under law of the Australian Commonwealth or a State or Territory, which contains a clear identification photograph and legible signature (e.g. drivers licence, proof of age card)</p>	✓	✓	✓	✓
<p>Current Secondary Identification</p> <p>Current Medicare card</p> <p>Or identity card issued by the Australian Defence Force</p>	✓	✓	✓	✓

Requirement	Baseline	NV1	NV2	PV
Current credit or bank card				
Issued by a Financial Institution	✓	✓	✓	✓
Proof of current address				
Drivers licence, utility bill, rates notice, bank statement	✓	✓	✓	✓
NB:BL/NV1/NV2 require evidence of one previous address				
Proof of previous address				
Drivers licence, utility bill, rates notice, bank statement				All addresses in last 10 years or to age 16 - whenever is greater
NB:BL/NV1/NV2 require evidence of one previous address	✓	✓	✓	✓
Proof of current employment				
Payslips, payment summary, statement of service, letter of offer for proposed employment	✓	✓	✓	✓
Proof of previous employment				
Payslips, payment summary, statement				All addresses in last 10 years or to age 16 - whenever is greater
NB:BL/NV1/NV2 require evidence of one previous address	*	✓	✓	✓
Passport(s)				
Details page and all stamped pages for each current, expired or cancelled passport, issued by Australia or another country	*	*	*	✓
Financial statements				
For the last 3 months for all bank accounts, credit cards etc.	*	*	*	✓
Tax return				
Your last tax return	*	*	*	✓
Notice of Tax Assessment				
Your last Notice of Assessment	*	*	*	✓
Payslip				
Your most recent from all current employers	*	*	*	✓

The assessment process

After AGSVA has assessed and accepted your Security Clearance Package as complete, the following components will be undertaken throughout the security clearance assessment process, as required:

External checks

AGSVA initiates external checks to be carried out over the assessment period, to verify your identity and background.

Psychological assessment

A psychological assessment is mandatory at the Positive Vetting level, however may be conducted at any security clearance level if deemed required by AGSVA.

AGSVA will contact you to schedule the psychological assessment. The psychological assessment has two parts: psychometric testing and an interview with a psychologist. These may be conducted on different days. You will be provided details about location and duration when your appointments are scheduled.

Assessment & interview

Your application will be assigned to a vetting officer for assessment. AGSVA assesses all clearance applications based on two factors: eligibility and suitability.

Interviews are mandatory at the Positive Vetting (PV) and Negative Vetting 2 (NV2) level, however may be conducted at any security clearance level if deemed required by AGSVA. AGSVA will contact you to schedule an interview if required.

Referee reports

AGSVA will contact your referees to verify information about you and your background.

Recommendation

Once the vetting assessment is complete, the vetting officer will make a recommendation to the authorised decision maker. If this recommendation is to grant or continue the security clearance, a final external check will be conducted and the decision will be finalised.

Maintaining your clearance

Revalidations

All security clearances are required to be reviewed at regular intervals. The interval depends on the level of the security clearance. All clearances need to be active (have an active sponsor) within a two-year period.

	Baseline	Negative vetting 1	Negative vetting 2	Positive vetting
Revalidation	15 years	10 years	7 years	7 years
Security appraisal	Not applicable	Not applicable	Not applicable	Annually

AGSVA initiates and manages periodic security clearance reviews (including revalidations for all clearance levels and the annual security appraisals for PV clearances)

If AGSVA becomes aware of potential concerns about someone's suitability to hold a security clearance outside of a routine assessment, AGSVA will start a review of their clearance. This review (Review for Cause) will determine their ongoing suitability to hold the security clearance and the person will need to complete a vetting package.

What are the Pros and Cons of holding a "TSPV"

A TSPV clearance enables a person to work in some of Australia's most agile, cutting edge technology environments. It provides highly privileged access to information, resources and perspectives. A TSPV also increased the likelihood of long term employment in highly critical roles supporting Australia's sovereignty, security, infrastructure and ability to protect and further our national interests. TSPV clearance holders often receive higher rates of pay due to the demand for qualified, skilled and experienced resources who "hold" a TSPV.

However, there are downfalls which include, although are not limited to:

- A highly invasive vetting process as identified above
- Annual security appraisals
- Restrictions on travel to certain countries
- Obligations around security when travelling (prior to, during and post)
- Requirement for increased security vigilance and diligence in relation to cyber security threats which includes social media activity
- Restrictions relating to your personal life which may affect your ongoing suitability to maintain a clearance.