



AUSTRALIAN GOVERNMENT SECURITY VETTING AGENCY

PV Clearance Assessment— Information and Documents Required

A Positive Vetting (PV) security clearance will allow the holder to access classified information and resources at all classification levels, including certain types of caveated and codeword information.

The security clearance process requires the Australian Government Security Vetting Agency (AGSVA) to collect information and a number of documents to assess a clearance subject's suitability to have access to classified information.

This requires the clearance subject to:

- complete and submit an online security clearance ePack questionnaire, and
- provide supporting documentation comprising:
 - a number of mandatory AGSVA forms provided in the security clearance ePack
 - personal documents to confirm identify and background.

The security clearance level requested and your individual circumstances will 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 a PV 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

A PV security clearance requires a clearance subject to provide background information to cover the whole of your life. The list below is a guide to the primary information required for the ePack questionnaire but should not be considered exhaustive. Responses to the various questions in the ePack questionnaire may prompt additional questions and require additional documents to be submitted to support the information provided.

Information collected as part of the PV process includes but is not limited to:

- full name
- current address
- address history for whole of life
- employment
- employment history for whole of life
- 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, rego 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 are not limited to:

- The following mandatory AGSVA forms which will be automatically generated by the ePack once you've submitted your online questionnaire:
 - SVA022 Official Secrecy Acknowledgement
 - SVA024 General Consent
 - SVA 084 National Police Checking Service (NPCS) Application
 - SVA041 Statutory Declaration.
 - My Credit File—Standard Files Service—Veda Advantage Application
- Full birth certificate (if born after 20 August 1986 please refer to the *Citizenship Requirements for People Born after 20 August 1986* fact sheet in the Resources section of the [AGSVA website](#)).
- Proof of employment, both current and previous.
- Proof of address, both current and previous.
- Passport photos (2 current photos, taken within 3 months of ePack submission)
- Financial statements (photocopies of statements covering last 3 months of all accounts, including bank accounts, loan accounts, credit/store cards)
- Most recent tax return / most recent tax notice of assessment
- Details of all loans or other debts (eg. statements, etc).
- Payslips.





Documents required continued ...

- 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's 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 once you've completed and submitted your online ePack questionnaire.

In addition to the requirements outlined above, clearance subjects will also be required to undergo a security interview and psychological assessment (written and interview components) as part of the PV assessment process.

Further information is available in the Security clearance subject's guidelines on 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 National Accreditation Authority for Translators and Interpreters (NAATI) accredited provider.

A list of NAATI accredited providers can be found on their website: www.naati.com.au. Clearance subjects will need to provide the AGSVA with both the original untranslated document(s) as well as the certified translated document(s).

