

Security Clearance

Fact Sheet – Applicant

Requirement for a security clearance

All APS employees and ADF members who work within the Department of Defence must have a security clearance.

A security assessment (including a National Police Check and an ASIO assessment) allows the Department to determine your suitability to access national security and sensitive information and that you can understand your protective security responsibilities and obligations.

You must be willing to comply with Defence security procedures, particularly those aimed at preventing classified information from being made available to people who are not authorised to have it.

There are a number of levels of security clearances based on the requirements of each position. Security clearances are not based on rank or seniority. The security clearance process will commence once you are offer employment in the Department.

**** A start date cannot be confirmed, and you cannot commence employment with Defence, until your security clearance has been granted ****

If you currently hold a clearance to the required level, no further security processing is necessary prior to commencement. If you believe you have a current clearance and receive a request from AGSVA for further processing please discuss this with your Recruitment Officer noted on your Letter of Offer.

Types of security clearances

- **Baseline** - this is the minimum clearance required to work in Defence. It allows access to classified information and resources up to and including PROTECTED level. It requires at least a five year background check.
- **Negative Vetting 1** - this clearance level allows access to classified information and resources up to and including SECRET. It requires a 10 year back ground check.
- **Negative Vetting 2** - this clearance level allows access to classified information and resources up to and including TOP SECRET. It requires a 10 year back ground check.
- **Positive Vetting** - this clearance level allows access to all classified information and resources at all classification levels. It requires a whole of life background check and will also require you to undergo a psychological assessment.

All clearances above Baseline require you to provide financial information as part of the clearance process. Full details are on the relevant [Clearance Assessment Fact Sheets](#).

Questions you will need to answer

As an indication of what is required at the Baseline level, the following information will need to be provided (with the relevant time period next to it):

- Personal details on yourself (such as name, address, date of birth)
- Proof of current address
- Proof of previous addresses - for the past 5 years
- Education details
- Employment history – for the past 5 years
- Sibling details – only if residing with you
- Overseas travel – all travel for the past 5 years, including the month and year in each country
- All legal proceedings or criminal charges against you
- All previous clearances held in any Government Agency
- Personal referee details
- Current supervisor details
- Previous supervisor details
- Current passport
- Any other passports held
- All official contacts (details of any contact with foreign government officials)
- Proof of any previous addresses outside Australia
- Any other personal information as requested.

As an example, for a Positive Vetting security clearance, you are required to provide background information to cover the **whole of your life**. Information collected as part of the PV process, in addition to that above, includes, but is not limited to:

- Address history for whole of life
- Current employment
- Employment history for whole of life
- Information relating to your most recent tax return
- Annual Salary (gross and 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 payments)
- Details of current and previous real estate holdings, including investments (dates of purchase, price, value, mortgage provider and account details)

- Details of current motor vehicles (make, model, type, registration 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 address/occupation for parents, siblings and children (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.

Time to approve a clearance

The time it takes for a clearance to be approved varies and is dependant on each individual's information provided. A clearance cannot take place until AGSVA have received **ALL** required documentation and information.

As a general indication, once AGSVA have received all the required information:

- a Baseline clearance may take approximately four weeks;
- a Negative Vetting 1 clearance may take approximately four months;
- a Negative Vetting 2 clearance may take approximately six months; and
- a Positive Vetting clearance may take in excess of six months.

However, given the complex nature of vetting, unforeseen delays can and do occur. You can assist in the process by providing your security clearance pack to AGSVA as soon as possible and ensuring all your information is correct, comprehensive and complete.

More information on the process

AGSVA has a comprehensive website including a page of [Frequently Asked Questions \(FAQ\)](#). The website also provides an 1800 number and an email link for additional assistance.

References

[Australian Government Security Vetting Agency](#).

[Public Service Act 1999](#) (PS Act) Section 22(6) - Engagement requirements.