

AGSVA

Australian Government Security Vetting Agency

Security Clearance Applicant

Guide Book



Australian Government

Australian Government Security Vetting Agency

The Australian Government Security Vetting Agency (AGSVA) is the central vetting agency that conducts security clearance assessments for Australian Federal Government, Defence Industry and selected state and territory agencies.

Security Clearance Levels

Clearance Level	Level of access
Baseline	Classified resources up to and including PROTECTED.
Negative Vetting Level 1 (NV1)	Classified resources up and including SECRET.
Negative Vetting Level 2 (NV2)	Classified resources up to and including TOP SECRET.
Positive Vetting (PV)	Classified resources up to and including TOP SECRET, including caveated and code word information.

Security Clearance Eligibility & Suitability

Eligibility

To be eligible for an Australian Government security clearance, you must meet the following eligibility requirements:

- **Australian citizenship** – This is checked by the organisation sponsoring your clearance before they put in a request.
- **Checkable background** – This is something AGSVA looks into during the vetting process to make sure there's enough information available to properly assess your background.

In rare circumstances the sponsoring entity can choose to waive one or both of these requirements.

Suitability

The security clearance process is all about figuring out if you're the right fit to hold a clearance. It looks at your overall integrity, basically, your character and trustworthiness. In this context, integrity means showing the kind of qualities that give the Australian Government confidence you can be trusted to handle and protect sensitive information and resources.

The personal qualities we're looking for are:

- | | | |
|-------------|-------------------|------------|
| • Honesty | • Trustworthiness | • Maturity |
| • Tolerance | • Resilience | • Loyalty |

Privacy

AGSVA values and respects your privacy. Any personal information we collect, handle, use, or share is done in line with the Australian Privacy Principles outlined in the Privacy Act 1988.

You might be asked some personal or sensitive questions, like about your relationships, finances, or views on certain topics like alcohol, drugs, or politics. Some of these questions might feel uncomfortable or too personal, but it's important to answer them honestly and openly.

AGSVA's vetting analysts and psychologists are trained professionals who work to complete assessments fairly and without bias. They're focused on determining whether you're suitable to handle sensitive and classified information and will consider your overall situation carefully.

Just because something from your past might raise a concern doesn't automatically rule you out from getting a security clearance. If there's clear evidence that things have changed, vetting analysts can work to address any risks.

The Vetting Assessment Process

Clearance Request

If your role needs a new security clearance, your employer will let you know and take care of submitting the request to AGSVA for you. You cannot apply for a clearance on your own, it has to come through your employer.

Security Clearance Application

Once your security clearance request has been submitted, the Australian Government Security Vetting Agency will email you the details to log in to the myClearance system. From there, you will have up to 20 business days to complete your application and upload the necessary documents.

You will be given a personalised list of the documents you need to provide. Make sure to upload everything listed. If you are missing something, you will need to submit a Statutory Declaration explaining why.

The Australian Government Security Vetting Agency might get in touch if they need anything else.

After you have submitted your application, they will check it over to make sure everything is included. If anything is missing, they will let you know what is needed.

Vetting Assessment

Once your security clearance application has been accepted and marked as complete, the vetting process kicks off.

Depending on the level of clearance you're going for, you might be asked to do a psychological assessment. External background checks will also be done, and your case will be assigned to a vetting analyst. As part of the process, they may get in touch with you and your referees or set up interviews.

Once all the necessary information has been collected, the vetting officer will make a recommendation about whether you're suitable to hold a security clearance.

Decision

A decision maker from the AGSVA will review the recommendation and make the final call. You'll then be informed of the outcome, along with your employer.

If your clearance is denied or an existing one is taken away, you can request a review of the decision. For more details on how that works, visit the Australian Government Security Vetting Agency website.

Vetting Timeframes

Clearance level	Applicant completes Security Clearance Application	AGSVA accepts completed application	AGSVA completes vetting assessment (following application receipt)
Baseline	20 business days	10 business days	20 business days
Negative Vetting 1	20 business days	10 business days	70 business days
Negative Vetting 2	20 business days	10 business days	100 business days
Positive Vetting	20 business days	10 business days	180 business days
Positive Vetting Priority	20 business days	10 business days	90 business days

Guide to Applicant Information and Personal Document Requirements

Application Information Requirements

The table below gives you an idea of the information you might need to provide during the security clearance process. Feel free to start collecting it before you begin your application in myClearance.

Mandatory	If required by AGSVA
✓	★

Information Requirement	Baseline	NV1	NV2	PV
Details of partner and parents <i>Full name, date and place of birth, current address, citizenship, current employment</i>	✓	✓	✓	✓
Details of all cohabitants over 18yrs old (including siblings and children) <i>Full name, date and place of birth, citizenship, current employment, (details of overseas travel may be required)</i>	✓	✓	✓	✓
Overseas relatives <i>Full name, relationship, country, citizenship, current address, residence since, occupation</i>	✓	✓	✓	✓
Official Foreign Government Contacts <i>Full name, employment details</i>	✓	✓	✓	✓
Financial information • <i>Details of your most recent tax return</i> • <i>Annual salary (gross and net)</i> • <i>Average fortnightly expenditure</i> • <i>Loans and other debt statements</i> • <i>Details of other forms of income (pensions, government payments, child support)</i> • <i>Details of bequests, legal settlements, (inheritance)</i> • <i>Details of investment accounts</i> • <i>Details of credit cards (institution, credit limit, type, balance and average payment)</i>	★	✓	✓	✓

Information Requirement	Baseline	NV1	NV2	PV
Financial information (continued) - Details of current and previous real estate holdings, (purchase dates, price, value, mortgage provider and account details) - Details of current motor vehicles (make, model, type, registration number, value and loan details) - Details of any other major assets - Details of business interests - Details of all superannuation accounts	*	✓	✓	✓
Employment history Name of employer, position, dates, address	5 years	10 years	10 years	Since age 16, or 10 years for applicants under 26
Address history Full address and dates resided	5 years	10 years	10 years	Since age 16, or 10 years for applicants under 26
Education history Name of institution, years attended, qualification received	5 years	10 years	10 years	Since age 16, or 10 years for applicants under 26
Overseas travel Country, dates & reason for visit	5 years	10 years	10 years	Since age 16, or 10 years for applicants under 26
Passport and Travel Documents Issuing Country, passport number, type, validity	*	*	*	Since age 16, or 10 years for applicants under 26
Social memberships Name of club/association, purpose, dates of membership	If applicable			
Legal proceedings Type, description, location, outcome	If applicable			
Security clearance history Details of clearance issued by AGSVA or other government department	If applicable			

Personal Document Requirements

At the end of your security clearance application, you will get a personalised list of the documents you need to upload. The table below gives you a general idea of the types of personal documents you might be asked for during the process.

Mandatory	If required by AGSVA
✓	*

Document Requirement	Baseline	NV1	NV2	PV
Full Birth Certificate (Born in Australia) <i>Must contain a minimum of one parent's details.</i> <i>An extract is not acceptable.</i> <i>If you were born in Australia on or after 20 August 1986, refer to Proof of Australian Citizenship below.</i>	✓	✓	✓	✓
Full Birth Certificate (Born Overseas) <i>If in a language other than English, you must also provide a translation from a translator accredited by NAATI.</i>	✓	✓	✓	✓
Proof of Australian Citizenship <u>Born overseas</u> – Australian citizenship certificate <u>Born in Australia on or after 20 August 1986</u> – additional documentation required as proof of Australian Citizenship, i.e. your Australian passport, parent's full birth certificate showing parent was born in Australia before 20 August 1986, parent's Australian passport issued on or after 20 August 1986 issued before your birth, or parent's Australian citizenship certificate issued before your birth.	✓	✓	✓	✓
Current Marriage Certificate <i>Issued by the Registrar of Birth, Deaths and Marriages</i>	If applicable			
Divorce certificate(s) <i>Decree nisi or decree absolute for all previous Divorces</i>	If applicable			
Change of name certificate(s) <i>Legal name change document or deed poll</i>	If applicable			
Certificate of Service or discharge <i>Military service record for previous service in the Defence Forces of any country</i>	If applicable			

Document Requirement	Baseline	NV1	NV2	PV
Current Photo identification <i>Must contain a clear identification photograph and legible signature (e.g. drivers licence)</i>	✓	✓	✓	✓
Photo ID linkage <i>A clear photograph of the clearance applicant holding their Current Photo identification (selfie)</i>	✓	✓	✓	✓
Current Secondary identification <i>Current Medicare card <u>OR</u> Identity card issued by Australian Defence Force</i>	✓	✓	✓	✓
Current credit or bank card <i>Issued by a Financial Institution</i>	✓	✓	✓	✓
Proof of current address <i>Drivers licence, utility bill, rates notice, bank statement</i>	✓	✓	✓	✓
Proof of previous addresses <i>Drivers licence, utility bill, rates notice, bank statement NB: BL/NV1/NV2 one previous address</i>	✓	✓	✓	Last 10 years
Proof of current employment <i>Pay slips, payment summary, statement of service, letter of offer for proposed employment</i>	✓	✓	✓	✓
Proof of previous employment <i>e.g. Pay slips, payment summary, statement of service NB: NV1/NV2 <u>one</u> previous employment</i>	*	✓	✓	Last 10 years
Passport(s) <i>Details page and all stamped pages for each current, expired or cancelled passport</i>	*	*	*	✓
Financial statements <i>For past 3 months for all bank accounts, credit cards</i>	*	*	*	*
Tax Return <i>Your last Tax Return</i>	*	*	*	✓
Notice of Tax Assessment <i>Your last Notice of Assessment</i>	*	*	*	✓

Nominating Referees

Referees play a key role in the security clearance process by backing up the info you've provided and offering insights during the assessment.

When picking your referees, keep the following in mind:

- Ideally, they should be Australian citizens or permanent residents. If that's not possible, it's okay to choose people from the United States, Canada, the United Kingdom, or New Zealand. Referees from other countries might still be accepted, but extra checks could be needed.
- Your referees should know you either personally or professionally, but they can't be related to you or be a current or former partner.
- They need to have had regular contact with you over a decent period of time.

You can list a few different referees to help cover different parts of your life, especially if one person hasn't known you the whole time.

Just make sure your referees are willing and available to help. One of the biggest causes of delay is when referees are hard to reach or slow to respond.

Referee requirements by clearance level

Clearance Level	Minimum Referee Requirement
Baseline	1 referee, including 1 supervisor who can account for a period of at least 3 months
Negative Vetting 1	2 referees, including 1 supervisor who can account for a period of at least 3 months, and 1 or more personal referees to cover every period of your life for the past 10 years
Negative Vetting 2	2 referees, including 1 supervisor who can account for a period of at least 3 months, and 1 or more personal referees to cover every period of your life for the past 10 years
Positive Vetting	5 referees, including 1–2 supervisors, and 3–4 personal referees to cover every period of your life since the age of 16, or for the past 10 years (whichever is greater)

Maintaining your clearance

Reporting changes in circumstance

In order to maintain your Australian Government security clearance you have a personal obligation to inform AGSVA of any significant changes to your personal circumstances.

You can report changes in personal circumstances to AGSVA by completing a Change of Circumstance via the myClearance portal.

Visit the AGSVA website for a list of reportable changes <https://www.agsva.gov.au>

Periodic revalidations

All security clearances are required to be reviewed at regular intervals. AGSVA will advise you when your security clearance is due for review.

Clearance Level	Baseline	Negative Vetting 1	Negative Vetting 2	Positive Vetting
Revalidation Interval	15 Years	10 Years	7 Years	7 Years

Further Information

Website: www.agsva.gov.au

Phone: 1800 640 450

Email: securityclearances@defence.gov.au

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