



Request for personnel security clearance

1 (2)

Security Clearance Act (726/2014)

! = Required field!

Register data of the referral

A1. Type of the security clearance

<input type="checkbox"/> Concise	<input type="checkbox"/> Standard	<input type="checkbox"/> Comprehensive
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A2. Particulars related to the requesting body (Filled by employer/sponsor)

Requesting entity(organization)	Business identity code
Name and position of the contact person	
Phone number	E-mail address

A3. Grounds for requesting the clearance !

<input type="checkbox"/> Appointment to public or private employment	<input type="checkbox"/> Applying for an international personnel security certificate (Act on International Information Security Obligations. 588/2004)
<input type="checkbox"/> Access to classified information/premises of an authority	<input type="checkbox"/> Applying for a personnel security certificate (43 §)
<input type="checkbox"/> Applying for a study programme	<input type="checkbox"/> Renewal of security clearance

A4. Particulars related to the post

Job title !	Company/employer !
Full description of the tasks !	
Description of premises or information to be protected (including the classification level)	
<input type="checkbox"/> The employment is permanent/ for an undetermined period	<input type="checkbox"/> The employment is for a fixed period from _____ to _____

A5. The requesting body itself requests the following information on the subject of the clearance:

<input type="checkbox"/> Drug-screening test	<input type="checkbox"/> Medical certificate	<input type="checkbox"/> Credit data
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B1. Particulars of the person subject to a clearance

Surname !	First names !	
Former names (mandatory,if any)	Identity number (or date of birth in the absence of identity number) !	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Civil status	Occupation !	
Municipality of birth !	State of birth !	
Nationality !	Mother tongue !	
Former nationalities, dates of change (mandatory,if any)		
Other nationalities (mandatory,if any)		

B2. Contact details of the person subject to a clearance:

Street address !	Postal code !	City/Town !
Postal address (if not the same as above)	Postal code	City/Town
Phone number during working hours	Mobile phone !	

E-mail address



The subject of the clearance has an order of non-disclosure for personal safety reasons referred to in section 36 of the Population Information Act (data is handled having regard to protection requirements).

C.Information related to standard security clearance (Does not supply this Concise Request!)

If you are requesting a standard personnel security clearance, please fill in the table below the information concerning your places of residence abroad during the last 10 years (continue using a separate enclosure, if necessary).

Address	State	Reason for residence	Period of residence

D.Notification and consent (filled and signed by person subject to clearance)

I have been informed of the carrying out of security clearance in advance.
 I have been informed of the data processing related to the security clearance.
 I have been informed that as part of the security clearance, I may be interviewed if necessary.
 I have been informed of my right to obtain information on the content of the security clearance
 I have been informed of the purpose and use of the security clearance and reliability monitoring.
 I consent to be subject to a personnel security clearance and to reliability monitoring and information gathering related to the clearance
 The given consent applies to all situations during the service or office and all duties of the same administrative sector.

I assure that this information is correct and give my consent to the verification thereof. With my signature I confirm that I have read and accepted the above-mentioned issues.

Date Place of Signature Signature

E. Enclosures to the request

- Number of personal data pages of passport (if the subject of the clearance is a foreign citizen)
- Personal record or other report of education and posts/employments (needed for standard and comprehensive security clearance)
- Personal record sheet of the comprehensive security clearance (when requesting a comprehensive personnel security clearance, a personal record sheet referred to in the Section 28 of the Act shall be enclosed to the request or delivered separately. The sheet is available upon request.
- Number of requests for personnel security clearances of a person close to the subject of a comprehensive personnel security clearance:
- Certificate issued by a foreign authority (Section 26, Subsection 1)
- Other, please specify

F. Reserved for the administration

- Register number of the clearance
- Security clearance will not be conducted (Section 10) Concise security clearance will be conducted
 - Standard security clearance will be conducted Interview
 - In connection of the security clearance, the employer is asked to pay attention to the need to carry out measures referred to in Section 17, subsection 2, point 4:
 - Certificate concerning drug-screening test
 - Acquisition of credit data
 - Medical examination
 - Standard security clearance is conducted on a person close to the subject of comprehensive personal security clearance (separate request form)