Australian Government
Department of Defence

SECURITY CLEARANCE PACKAGE CHECKLIST
Negative Vetting Level 1

SVA 030

Clearance Subject

Purpose of this Checklist

Your security clearance assessment will commence once we have received your complete security clearance package. This package consists of two parts. The online questionnaire is the first part of this package. This form explains the steps required for you to complete the second part, including:

- **Completing consent forms and declaration** making sure they are signed and witnessed
- **Compiling your personal documents** ensuring you have all required documents ready to submit
- **Providing these forms and documents** to AGSVA
- **How to contact AGSVA** for advice or assistance if required

You may wish to visit https://www.agsva.gov.au - for more information about security clearances.

Step 1 - Complete your forms

Please print and complete the following forms available from AGSVA's eVetting Portal. The forms must be physically signed and witnessed. Digital signatures are not able to be accepted at this time. If you make an error completing these forms, please print and complete new forms.

The forms have been populated with the information from your ePack. If you see any incorrect, misspelt or incomplete information, for example, if you have not entered all names (including given names) you have ever used or been known by, please contact AGSVA for assistance with correcting your ePack. We cannot accept your forms if they include incorrect details, or are inconsistent with the details in your ePack. To ensure the integrity of your personal information, AGSVA requires all of your personal details to be entered by you through AGSVA's eVetting Portal. **We are unable to accept handwritten or typed amendments or additions to your information.** Providing false or misleading information is a serious offence.

Forms to be printed, completed and provided to AGSVA:	Attached
Form SVA 100 - Security Clearance Informed Consent The Security Clearance Informed Consent provides your authority for AGSVA to undertake the security assessment. You should read this form carefully before signing. The form will be returned to you if your witness does not sign on the same date.	☑
Form SVA 041 - Statutory Declaration The Statutory Declaration is required to confirm that your ePack information and personal documents are complete and correct. On this form you can provide an explanation for being unable to provide any of the required personal documents. The Statutory Declaration will be returned to you if your witness does not hold one of the qualifications or positions listed on the second page of the form.	☑
Form SVA 084-1 - National Police Checking Service (NPCS) Application The NPCS application provides your consent for AGSVA to request a national criminal history check on your behalf.	☑
Form SVA 030 – Security Clearance Package Checklist The Checklist details the forms and documents required for your security clearance process. Completing and providing this form will help us process your application as quickly as possible.	☑

Step 2 - Compile your personal documents

Please compile copies of the personal documents listed below. Certified true copies are not required. Please do not provide original documents. If you do not have one of the below required documents that was issued by an Australian entity, you must request a new version of the document to provide a copy of it for your security clearance.

Any personal documentation supplied to AGSVA for a previous security clearance assessment conducted by AGSVA does not need to be provided again unless requested. **This does not include documents provided to other agencies or companies, such as Defence Force Recruiting, or to your agency for the purpose of an Organisational Suitability Assessment, Employment Suitability Check, or other recruitment process.**

If you believe you have a compelling reason for being unable to provide a document that is required, write an explanation for this on the Statutory Declaration. If you do not provide all required documents, your assessment will take longer to process.

If any of your personal documents are not in English, you are required to obtain a translated copy from a translator accredited by the **National Accreditation Authority for Translators and Interpreters** (NAATI). You can find a NAATI translator near you on the NAATI website. Please supply a copy of the NAATI translation and a copy of the untranslated document.

The following documents must be provided, unless previously provided to AGSVA for a security clearance assessment conducted by AGSVA:	Previously supplied to AGSVA	Attached	Not applicable

Full birth certificate containing, as a minimum, your parents' details (an Extract of Entry is not acceptable).	☐	☑	
Evidence of Australian Citizenship you must provide, in addition to your Australian Birth Certificate, any one of the following documents as evidence of your Australian citizenship: your Australian Passport or your Australian Citizenship Certificate. Or one of your parents' Full Australian Birth Certificate or Australian Citizenship Certificate (issued before your birth).	☐	☑	
Divorce, Decree Nisi or Absolute documents (pertaining to all previous divorces)	☐	☐	☑
Certificates of Service or discharge pertaining to previous service in the Defence Forces of ANY country.	☐	☐	☑
Current licence or identification card or permit issued under a 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). **OR** **Current Australian passport** issued to you.	☐	☑	
Current Medicare Card **OR** **Current Photo Identity Card** issued by the Australian Defence Force	☐	☑	
Current Credit or Bank Card issued by a financial institution (please delete the card number and CCV number from the copy you provide)	☐	☑	
Evidence of current residential address (e.g. drivers licence, utility bill, tax assessment notice, council rates, etc). The evidence must list your name, and match the address and timeframe listed in your ePack. **- 1 Hay Street, Preston**	☐	☑	
Evidence of one (1) previous residential address in the last ten (10) years (e.g. drivers licence, utility bill, tax assessment notice, council rates, etc). The evidence must list your name, and match an address and timeframe listed in your ePack. **- 14 Patricia Street, Karalee** **- 84 Hutton Street, Thornbury** **- 307d 21 Robert Street, Collingwood** **- 108/412 High Street, Northcote** **- 25B Ashington Street, West End** **- 30/38 Vincent Street, Indooroopilly** **- 14 Patricia Street, Karalee** **- 4-11-8 Takechi Mansion Oimatsucho Unit 502, Osaka-shi Kita-ku Nishitenma** **- 3/38 Wickham Street, Newmarket**	☐	☑	
Evidence of one (1) current employment (e.g. payslip, letter of service or PAYG Summary). The evidence must list your name, and match the employer and timeframe listed in your ePack. **- Synthesis Technologies Pty Ltd**	☐	☑	
Evidence of one (1) previous employer in the last ten (10) years. (e.g. payslip or letter of service). The evidence must list your name, and match an employer and timeframe listed in your ePack. **- Minimal Studios Pty Ltd**	☐	☑	

- Self Employed

- Easygo Solutions Pty Limited

- Savvi Au Pty Ltd

- Self Employed

- Codeworx 3 Pty Ltd

Step 3 - Provide your signed forms and personal documents to AGSVA

After you have completed your forms and compiled your personal documents email them to agsva.ccc@defence.gov.au **ensuring each email is less than 15MB**. Any emails over this size will not be received and you will not receive an error message. The subject line of each email should include your name, Clearance Subject ID number and clearance level (CS894374 - Nathan Rashleigh - Negative Vetting Level 1), as well as the number of emails you are sending (for example email 1 of 1 or 1 of 2).

Note: AGSVA cannot accept password protected documents, or links to download documents from cloud storage at this time.

If you have not received an acknowledgement within five business days for each email you send (check your spam/junk folder), contact AGSVA.

Alternatively your documentation can be sent via post to:

Australian Government Security Vetting Agency
Locked Bag 2600
SPRING HILL QLD 4004

OR

Australian Government Security Vetting Agency
Reply Paid 84658
SPRING HILL QLD 4004

We strongly recommend that you keep a copy of your security clearance package (ePack, signed forms and personal documents) for reference during this and future security clearance assessments.

How to contact AGSVA

Free call: 1800 640 450
Outside Australia: +61 8 8287 9192
General enquiries email the Clearance Support Team: securityclearances@defence.gov.au
Send your signed forms and supporting documents to: agsva.ccc@defence.gov.au
Website: https://www.agsva.gov.au