

Annual Security Appraisal Form

FOR NATIONAL SECURITY CLEARANCE HOLDERS

The information collected in this form will be used by the organisation to manage your ongoing suitability for holding a national security clearance. You must provide information on any:

- changes in your personal, health, and financial circumstances
- overseas travel – private and work-related
- contact with law enforcement officials
- contact with foreigners that you have reported during the year.

The organisation sponsoring your clearance will hold the information you provide in confidence. They will use the information to determine your ongoing suitability to hold a clearance and may also use the information in this form to address any issue they assess to be a security risk.

This form is sent to you on the anniversary date of your clearance or at a date your organisation chooses.

This section to be completed by security team or chief security officer prior to sending out.

Reference number:

Date:

Reporting Period:

Expiry Date:

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Your personal details

First name

Family name

Job title

Details of organisations that sponsored or shared your clearance

Organisation who sponsors your clearance

Line manager at sponsoring organisation

Has your clearance been shared with any other organisations during the reporting period?

Yes No

If yes, which organisation(s)?

Line manager(s) at the organisation(s)

Security clearance level(s)

Confidential

Work roles

Please list your roles, clearance levels, and line managers you have worked for during the reporting period.

Role	Clearance level	Start date	End date	Line manager

Personal changes

In the past 12 months, have you had any of the following things happen? Yes No

If Yes, tick all the boxes that apply and provide details below.

If No, go to the next section.

Were you...

- deliberately involved in any criminal activity?
- unintentionally involved in any criminal activity?
- associated with any criminal groups?
- a victim of crime?
- involved in an accidental or one-off security breach or incident?
- subject to any disciplinary procedures?

Did you experience any...

- changes in your mental health and wellbeing?
- major medical events?
- significant changes in your financial circumstances (eg, windfalls, losses, increases in debt, bankruptcy)
- changes in your close personal relationships?
- addictive behaviours (eg, drugs, alcohol, gambling)

Did you change your...

- name?
- address?
- living arrangements (eg, new flatmates or housemates, Airbnb guests, boarders, or whānau members)?
- residency status or citizenship?

Did you...

- live in or visit any foreign countries?
- have any relatives living in countries outside the Five Eyes countries (Australia, Canada, New Zealand, United Kingdom, United States)?
- have any non-routine communications with employees of any foreign government?
- get an emergency clearance upgrade?
- have any other changes? (Please specify below.)

Give details of changes in your personal circumstances

Had you previously reported this change? Yes No

Who did you report it to?

Further details from your past 12 months

1. In the past 12 months, have you accessed classified information?
(CONFIDENTIAL, SECRET, or TOP SECRET) Yes No

What was the highest classification of information you accessed?

How often did you access classified information?

2. In the past 12 months, have you had official or social contact that appeared suspicious, ongoing, unusual, or persistent? Yes Give details below. No Go to question 3.

If you answered Yes, please outline details of who initiated the contact, including their names if you know them:

- When and where you were contacted
- Who were they?
- How did they contact you?
- Overview of situation

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3. In the past 12 months, has anyone in organisations you've worked for asked you for access to classified information, assets, or work locations, that they don't know about? Yes Give details below.
 No Go to question 5.

If you answered Yes, please outline details of who initiated the contact, including their names if you know them.

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4. If you answered Yes to question 3, did you report this access request at the time? Yes
 No

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5. Do you have any security concerns about yourself, your organisation, or any other clearance holders you would like to discuss? Yes
 No

If you selected 'Yes' to question 5, please provide details below. If you would like to speak with the security team or chief security officer, please select the checkbox below:

- Request to speak with the security team or chief security officer.

Once you have completed this form, email a copy of this form to [enter details of form here].