

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

Reference number

Date

# Annual Security Appraisal Form

For security teams or chief security officer

Security assessment for

Reporting period

Has the clearance holder indicated any change to their circumstances?

Yes  No

Has your security team identified any national security risks?

Yes  No

Should the clearance holder continue to have their current access?  
(To information, assets, and work locations)

Yes  No

## Assessment of clearance holder's ongoing suitability

*Outline any concern, intended management plan, security awareness training needed, or further security briefing required for this clearance holder.*

For more guidance on assessing and acting on a clearance holder's change in circumstances, go to:  
<https://protectivesecurity.govt.nz/assets/Personnel-security/PERSEC-ChangeofCircumstance-v4.pdf>

If your security team or chief security officer is unsure whether anything in the annual security appraisal forms will impact the clearance holders suitability to continue to hold the clearance, contact: [psr@protectivesecurity.govt.nz](mailto:psr@protectivesecurity.govt.nz)

## Result

- Routine – nothing of concern identified
- Concerns – contact the clearance holder
- Clearance holder has requested contact