



This form is to be completed by a clearance subject or clearance holder

To: **Australian Government Security Vetting Agency**

Email: [agsva.vsc@defence.gov.au](mailto:agsva.vsc@defence.gov.au)

Facsimile: **08 7383 0379**

Mail: Department of Defence - AGSVA PO Box 1500 EDINBURGH SA 5111

All fields are mandatory unless indicated otherwise

**Instructions for completion**

While holding a Commonwealth security clearance all security clearance holders have a range of responsibilities to minimise security risks. These responsibilities include reporting all changes of personal circumstances to the Australian Government Security Vetting Agency (AGSVA). Reporting changes of circumstances should be made using this form. Changes in personal circumstances should also be provided to your agency security section. More information on reporting changes of personal circumstances can be found in the *Protective Security Policy Framework – Reporting changes of personal circumstances guidelines*.

The AGSVA is required to ensure that personal information held is maintained and up to date. The information collected on the SVA 003 *Change of Circumstances Notification* is required to enable AGSVA to assess your ongoing suitability to access Australian Government resources. This information is collected, used and stored in accordance with the *Privacy Act 1988*, the *Protective Security Policy Framework – Australian Government Personnel Security Protocol* and AGSVAs Privacy Statement which can be viewed at <http://www.defence.gov.au/AGSVA/privacy.asp>.

- Section 1** Identify the level of clearance currently held.
- Section 2** Provide details of the security clearance subject.
- Section 3** Provide details of the changes in circumstances. More information on the changes in circumstances listed can be found at the bottom of this form.
- Section 4** To be signed by the clearance subject.

**Section 1 – Level of clearance currently held**

<input type="checkbox"/> <b>Restricted</b>	<input type="checkbox"/> <b>Protected</b>	<input type="checkbox"/> <b>Baseline</b>	<input type="checkbox"/> <b>Highly Protected</b>
<input type="checkbox"/> <b>Confidential</b>	<input type="checkbox"/> <b>Secret</b>	<input type="checkbox"/> <b>Negative Vetting Level 1</b>	<input type="checkbox"/> <b>Top Secret</b>
<input type="checkbox"/> <b>Negative Vetting Level 2</b>	<input type="checkbox"/> <b>Positive Vetting</b>	<input type="checkbox"/> <b>Clearance Subject undergoing assessment</b>	

**Section 2 – Security clearance subject**

Family name				Title	
Given names					
Previous family names					
Gender	<input type="checkbox"/> <b>Male</b>	<input type="checkbox"/> <b>Female</b>	<input type="checkbox"/> <b>Unspecified</b>	AGS/Employee ID (if applicable)	
Date of birth		Place of birth	Town/City	State	Country
Phone			Mobile Phone		
E-mail					



**Section 3 – Change(s) of circumstances**

Please tick box/boxes to indicate the type of change and explain the change(s) in the **Details** box.

- Change of address, or other contact details
- Entering into, or ceasing a marriage or domestic partnership
- Other changes in your domestic circumstances
- Entering into/changes to a personal relationship with a person residing in a foreign country
- Residence in a foreign country
- Close relatives residing in foreign countries
- Non-routine communications with employees of any foreign government
- Changes in citizenship or nationality
- Changes in financial circumstances
- Changes in health or medical circumstances
- Involvement in criminal activity
- Criminal charges, warnings or convictions
- Involvement with any individual, group, society or organisation that may be of security concern
- Disciplinary procedures
- Security Incidents
- Changes in religious or political beliefs
- Any other changes in circumstance that you think may be of interest or concern to the AGSVA
- New Passport/s (including passport number/s)

**Details**

Please give details of your change(s) of circumstances:

**Section 4 – Clearance Holder Informed Consent, Declaration & Signature**

For the purpose of assessing my ongoing suitability to access Australian Government resources and maintain a security clearance in accordance with the Protective Security Policy Framework, I consent to the Australian Government Security Vetting Agency continuing to collect and disclose my personal information, including sensitive personal information, to and from:

- myself
- public records and public source information
- relevant Commonwealth, state or territory agencies (if applicable), in relation to any existing or previous security clearances held by me
- the government agency that has sponsored this clearance and any previous government agencies which have employed me or engaged me as a contractor, and any future sponsoring or vetting agencies while I continue to hold an Australian Government security clearance
- a government agency investigating any suspected or proven breaches of law or of Australian Government policy, including but not limited to any suspected breaches of the Australian Public Service Code of Conduct and allegations of fraud
- my current and previous employers, in both the public and private sectors
- the Australian Federal Police (AFP), and state and territory law enforcement agencies as appropriate
- the Australian Security Intelligence Organisation (ASIO), which is responsible for providing personnel security assessments as part of the security clearance process
- financial checking agencies
- third parties relevant to assessing and monitoring my ongoing suitability to hold and maintain an Australian Government security clearance, such as nominated and un-nominated referees and supervisors
- other service providers and sources, such as contracted vetting providers, financial institutions and medical or psychological practitioners, used during the clearance process and / or to resolve concerns identified in the vetting process

The information I have provided overleaf is the truth to the best of my knowledge.

Date		Signature	
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Note: If completed online type your name in the signature field.



## Change of Circumstances information

The following list is a comprehensive, but not exhaustive, list of changes in circumstances that must be reported to the AGSVA:

- a) **change of address, or other contact details;**
- b) **entering into, or ceasing a marriage or domestic partnership:** this is to include information regarding online relationships, as well as relationships in person. A certified true copy of the Marriage Certificate (if applicable) should be provided to the AGSVA to update the clearance holder's Personnel Security File. A certified true copy of a decree nisi or decree absolute should be provided to the AGSVA if a divorce results in a change of name;
- c) **other changes in your domestic circumstances:** new housemates, relatives or adopted children sharing your home;
- d) **entering into/changes to a personal relationship with a person residing in a foreign country:** this is to include information regarding personal relationships with any person overseas, either online or in person;
- e) **residence in a foreign country;**
- f) **close relatives residing in foreign countries:** please state any close relatives who have taken up residence in a foreign country. Any changes to the clearance holder's close relatives (i.e. immediate family or relatives with whom the clearance subject has regular contact) country of residence overseas may be significant;
- g) **non-routine communications with employees of any foreign government:** these contacts should also be reported through the Contact Reporting Scheme administered by ASIO. If a clearance holder is concerned about any questions asked, or information requested by, a foreign official you should report the contact;
- h) **changes in citizenship or nationality:** clearances granted to non-Australian citizens require the AGSVA to waive the eligibility requirements. Once Australian citizenship is gained the waiver can be withdrawn. If you assume foreign citizenship, by either renouncing their Australian citizenship or attaining dual citizenship the AGSVA must be advised;
- i) **changes in financial circumstances:** this includes receipt of large amounts of money as well as possible financial hardship;
- j) **changes in health or medical circumstances;**
- k) **involvement in criminal activity:** this includes deliberate and accidental involvement;
- l) **criminal charges, warnings or convictions;**
- m) **involvement with any individual, group, society or organisation that may be of security concern:** this may include special interest groups relating to projects currently being undertaken by the individual. The groups may vary dependant on the individual's and the agency's roles;
- n) **disciplinary procedures:** this includes work related sanctions or APS Code of Conduct actions taken against you;
- o) **security incidents:** this includes security breaches and agency or employer sanctions for code of conduct misconduct;
- p) **changes in religious or political beliefs:** reportable changes in religious or political beliefs do not include identifying how you vote. However, it does include any change in your political convictions that result in an allegiance or active support of, or participation in, any political cause. It also includes major changes of religious philosophy (such as Christian to Buddhist or Islam or atheist).
- q) **any other changes in circumstance that may be of concern to the AGSVA:** some agencies have specific areas of concern, you should be advised of these at the time you were employed or when granted your clearance.
- r) **new passport/s:** please include details and number/s of any new passport/s which have been issued since your clearance was granted and have not been previously supplied to the AGSVA.

## Additional Information

Information regarding your **travel to foreign countries** is to be provided to your agency security staff. Agency security staff will determine whether this information is provided to the AGSVA.