

SECURITY CLEARANCE GUIDE

The Department of Defence requires Australian Defence Force (ADF) employees to have a security clearance appropriate to their employment.

The Australian Government Security Vetting Agency (AGSVA) is the central vetting agency for the Australian Government and conducts the security clearance. Through a process of collecting relevant information, background checks, and interviews as required, they will make an informed assessment of an applicant's suitability for a security clearance.

Australian Citizenship is a requirement for a security clearance and a clearance will only be granted to a non-citizen in exceptional circumstances.

The Security Clearance Request and Package

Once Defence Force Recruiting (DFR) requests a clearance on the applicant's behalf to the AGSVA, the applicant will be issued a Security Clearance Package. This has two components;

1. Online ePack questionnaire

Applicants will receive an email with login details for AGSVA's eVetting portal including the first half of their password. DFR will provide the applicant with the second half of the password. Applicants need to login and submit their ePack questionnaire online.

2. Sending forms and personal documents to AGSVA

Once the online questionnaire is submitted, three forms will become available to the applicant along with a Security Clearance Package Checklist. The checklist will advise of the personal documents the applicant is required to provide to the AGSVA along with the forms. AGSVA may also contact the applicant for more information if needed.

Delays in actioning the Security Clearance Package and providing the required documentation will delay the vetting process. If applicants are unable to obtain the required security clearance in time, this may impact on their ability to commence or continue training.