



NEW ZEALAND SECURITY INTELLIGENCE SERVICE

P.O. Box 900,
Wellington,
New Zealand

22 May 2014

Mr James Campbell
Fyi-request-1668-ec0fb7f7@requests.fyi.org.nz

Dear Mr Campbell

Official Information Act Request

1. Thank you for your e-mail of 8 May 2014 requesting, under the provisions of the Official Information Act 1982 (OIA), copies of Confidential, Secret and Top Secret forms relating to security clearances conducted by the New Zealand Security Intelligence Service (NZSIS).
2. NZSIS security vettings are now conducted on-line and therefore forms are no longer used. Enclosed are documents listing the points covered by the Confidential, Secret and Top Secret categories of security vetting.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R Kitteridge'.

PP
Rebecca Kitteridge
Director of Security

INFORMATION REQUIRED FOR COMPLETING VF1 QUESTIONNAIRE

**(THIS IS FOR INFORMATION PURPOSES ONLY. DO NOT PROVIDE ANSWERS ON THIS FORM.
PLEASE LOGON AND COMPLETE THE ONLINE VF1 QUESTIONNAIRE)**

VF1 – Consent for Disclosure of Information for Security Vetting Assessment

The form must be **completed** and **submitted personally** by the candidate.

All sections must be answered in **full** or marked as “Nil” or “N/A”.

The principal reasons for **delays** in processing security clearances are **incomplete** or **insufficient answers** by candidates, or the **unavailability** or **slow response** from nominated referees.

An outline of the purpose of assessments, what is involved and issues such as privacy and the security of information you provide is given in the information tab contained in the online VF2 or VF3.

The VF1 form must be completed when submitting a VF2 form or VF3 form.

Identity

Title/Salutation (Mr, Mrs, Ms, Rank, Official, Cultural, etc)

Surname of Family Name (now)

Surname or Family Name (at birth)

Gender

Any other Surname(s) or Family Name(s) used

Explanation of different Surnames used (eg, marriage, deed poll, “also known as”, adoptive)

Legal First or Given Name(s)

Previous or other First or Given Name(s)

Explanation of other First or Given Name(s)

Most commonly used First Name or Nickname

Date of Birth

Town, City or District of Birth

Country of Birth

Drivers Licence Number

Drivers Licence Version (5b on drivers licence card)

Address

Street Number

Street Name

Street type

Suburb

Town, City or District

Post Code

Country

Home Phone Number (eg: (05) 555 5555)

Work Phone Number

Mobile phone Number (eg: (025) 555 5555)

Signature

This section of the questionnaire requires your acknowledgement and consent.

If you do **not** consent please **halt** this process and **discuss** the matter with the Departmental Security Officer from the Organisation that is sponsoring the Security Clearance.

INFORMATION REQUIRED FOR COMPLETING CANDIDATE CONFIDENTIAL QUESTIONNAIRE

**(THIS IS FOR INFORMATION PURPOSES ONLY. DO NOT PROVIDE ANSWERS ON THIS FORM.
PLEASE LOGON AND COMPLETE THE ONLINE VF2 QUESTIONNAIRE)**

VF2 – Security Questionnaire CONFIDENTIAL Clearance

The form must be completed **personally** by the **candidate**. All sections must be answered in **full** or marked as “Nil” or “N/A”.

The principal reasons for **delays** in processing security clearances are **incomplete** or **insufficient answers** by **candidates**, or the **unavailability** or **slow response** from nominated **referees**.

An outline of the purpose of assessments, what is involved and issues such as privacy and the security of information you provide is given in the information tab contained in the online VF2.

The Consent or Disclosure of Information (VF1) **must** be completed.

Identity

Title/Salutation (Mr, Mrs, Ms, Rank, Official, Cultural, etc)

Surname of Family Name (now)

Surname or Family Name (at birth)

Gender

Any other Surname(s) or Family Name(s) used

Explanation of different Surnames used (eg, marriage, deed poll, “also known as”, adoptive)

Legal First or Given Name(s)

Previous or other First or Given Name(s)

Explanation of other First or Given Name(s)

Most commonly used First Name or Nickname

Date of Birth

Town, City or District of Birth

Country of Birth

Drivers Licence Number (51 on drivers licence card)

Drivers Licence Version (5b on drivers licence card)

Citizenship

Current citizenship(s) / nationalities

All former citizenship(s) / nationalities

Current immigration status

Certificate of citizenship number (if naturalised)

Certificate date

If not a New Zealand citizen, date of taking up permanent residence

Date of arrival in New Zealand (if not NZ Born) (dd/mm/yyyy)

If you are not a New Zealand citizen, do you intend to apply for citizenship

New Zealand Passports

Please provide details of all **current** New Zealand passports.

Passport number

Additional passport number (if applicable)

Official passport number (if applicable)

Diplomatic passport number (if applicable)

*Other passport numbers **if issued in different names** (including expired passports). Please explain if detail not available (eg, lost).*

Any other passport information that may be relevant.

Foreign Passports

Please provide details of all **current and expired foreign** passports.

Passport number

Country of issue

Date of issue

Current or expired

Please explain if full detail not available (eg. Lost)

Any other passport information that may be relevant

Previous Addresses

Previous residential addresses in New Zealand for the past five years.

Date From
Date To
Street Address,
Suburb,
Town, City or District
Postcode

Employment

Present Occupation

Position Title
Service, Division, Branch or Section
Employer
Business Street Address,
Town, City or District
Country
Postcode

Previous Employment

Previous employment (including overseas employment) over the **past five years**. This must be a consecutive and unbroken history.

Date From
Date To
Employer
Business Street Address,
Town, City or District,
Country
Postcode
Reason for leaving

Overseas Residence

List all countries (other than New Zealand) in which you have lived for **six months or more**.

Date From
Date To
Street Address
Town, City or District
Country
Postcode

Other Countries Visited

List all **other** countries you have visited **within the last five years**. If toured multiple countries for a period of time, (eg, toured through Asia or Europe) please include an accurate account of the countries visited. Approximate dates are sufficient.

Date From
Date To
Country

Personal Relationship

Personal status – *Single, Engaged or Committed, Partner, Married, Separated, Divorced, Widow or Widower, Civil Union*

Spouse, Partner, Fiancé(e), eg, **steady, live-in or committed** relationship

Gender

Duration of relationship – **Years and Months**

First or Given Name(s)

Surname or Family Name

Previous or other First or Given Name(s)

Previous or other Surname or Family Name, eg, maiden, adoptive

Date of Birth

Town, City or District of Birth

Country of Birth

Citizenship (or Nationality)(if more than one, include all)

Former Citizenship (or Nationality) (if any, and if more than one include all))

Date of Arrival in New Zealand (if not New Zealand born)

If deceased, date of death

Street Address,

Town, City or District,

Country

Occupation

Street Address,

Town, City or District,

Country

Marriage or Civil Union

Date

Place

If applicable, date of separation, divorce or dissolution

Previous Spouse or Partner (if applicable)

Gender

First or Given Name(s)

Surname or Family Name

Previous or other First or Given Name(s)

Previous or other Surname or Family Name, eg, maiden, adoptive

Date of Birth

Town, City or District of Birth

Country of Birth

Citizenship or Nationality

Former Citizenship or Nationality (if any)

Date of Arrival in New Zealand (if not New Zealand born)

If deceased, date of death

Street Address,

Town, City or District,

Country

Occupation

Employer

Employer's Address

Street

Suburb,

Town, City or District,

Country

Postcode

Duration of Relationship

Father

If your father is unknown to you, please insert "N/A" in each field marked *.

First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)
Previous or other Surname or Family Name, eg, adoptive
Date of Birth
Town, City or District of Birth
Country of Birth
Citizenship or Nationality
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
If deceased, date of death
or
Current or previous occupation (if retired or unemployed)
Nature of duties
Business Street Address,
Town, City or District,
Country

Mother

First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)
Previous or other Surname or Family Name, eg, maiden, adoptive
Date of Birth
Town, City or District of Birth
Country of Birth
Citizenship or Nationality
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
If deceased, date of death
or
Current or previous occupation (if retired or unemployed)
Nature of duties
Business Street Address,
Town, City or District,
Country

Associations and Background

If you answer "Yes" to any of the following questions, this will not necessarily prevent a security clearance. If you wish, you may **discuss** these issues, **in confidence** with an NZSIS officer.

Have you ever been a member of, supported, encouraged or been in sympathy with any political, religious, national or ethnic organisation of group that advocates the:

- *use of violence to achieve its purposes?*
- *undermining of the Government of New Zealand or any other country by unlawful means?*
- *violation of the civil rights of any ethnic, religious or political group?*

Give brief details

Have you ever, whether in New Zealand or overseas, been associated with another country or its representatives to the degree that association could affect your loyalty to New Zealand?

Give brief details

Are you a member of any political, religious or ethnic organisation or group to which you have a greater loyalty than you give to New Zealand?

Give brief details

Are you aware of any circumstances (not covered by your previous answers in this form) that may be relevant to a consideration of your suitability for access to classified national security information (eg, use of abuse of drugs, abuse of alcohol, gambling, financial difficulties, conflicts of interest or insolvency, psychological problems or any behaviour that could make you susceptible of pressure or improper influence)?

Give brief details

Have you ever held a government security clearance before, whether issued by a New Zealand or overseas authority?

Name Issuing Authority

Year Issued

Convictions

CRIMINAL RECORDS (CLEAN SLATE) ACT 2004*

On November 29th 2004 the Criminal Records (Clean Slate) Act 2004 came into force. The legislation is designed to allow individuals with less serious convictions who have been conviction-free for at least 7 years to put their past behind them. The Act allows eligible individuals to conceal convictions in most circumstances.

There are specific exceptions listed in the Act under section 19 that provide for an eligible individual's convictions to be disclosed. One of these exceptions is where a disclosure of an eligible individual's criminal record is necessary for the purposes of security related functions of the NZSIS [s19(3)(a)(iii)]. (eg, vetting for security purposes) and another is where an individual is applying for employment in a position which involves the national security of New Zealand [s19(3)(d)(i)]. Under these provisions an eligible individual that is to undergo vetting for security clearance may not conceal their criminal record.

Thus, as you are applying for a security clearance you need to be aware of the following exception, and are bound to reveal your complete record - even if you are an 'eligible individual':

EXCEPTION: FULL CRIMINAL RECORD TO BE RELEASED

Criminal Records (Clean Slate) Act 2004

Section 19(3)(a)(iii) and Section 19(3)(d)(i) - National Security

Please note that your answers to this section **will** be checked against relevant national records

Have you ever been:

- *convicted of a criminal offence or traffic offence in a Court in New Zealand or elsewhere?*
- *granted a Police "diversion" after having appeared in a New Zealand Court?*
- *convicted of any offence by a New Zealand Defence Court Martial or the equivalent Service Tribunal of another Armed Force?*
- *convicted of any offence by a New Zealand Defence Force Summary Trial (or the equivalent proceedings of another Armed Force) and awarded any of the following punishments:*
 - *detention,*
 - *reduction of rank,*

- *a stay of seniority or a fine in excess of seven days pay?*
- *Do you have any charges continuing or pending against you in New Zealand or elsewhere for criminal or traffic offences?*
- *Do you have any charges continuing or pending for disciplinary (departmental or professional) offences in New Zealand or elsewhere?*
- *Are you under investigation for any of the foregoing matters?*
- *Do you have any charges continuing or pending under a New Zealand Defence Summary Trial or the equivalent proceedings of another Armed Force?*
- *Are you under investigation for any offence under the New Zealand Armed Forces Discipline Act 1971, or for any offence committed whilst serving as a member of another Armed Force?*
- *Have you ever been dismissed from your employment by any organisation in New Zealand or elsewhere?*

If you have answered "Yes" to any of the above, please provide brief details.