

QUICK REFERENCE GUIDE TO SECURITY CLEARANCE

Working for MBDA UK requires you to undergo a series of checks to allow you access to our sites and any sensitive information you may work on in your role. Your placement will require you to undergo Baseline Personal Security Standard (BPSS) checks and if necessary, apply for SC clearance. You will be allocated a Vetting Officer (VO) who will be able to support you in the process and answer any questions you may have.

Step 1 – Complete your BPSS application

Step 2 – Complete your Security Clearance (SC) application (if your role requires it)

Step 3 – Maintaining your Security Clearance

Step 1 – Complete your BPSS application

You will receive an email containing a link to complete your BPSS application on the First Advantage platform (our third-party supplier). For awareness you may be required to present your physical ID documents to your vetting officer, please have these with you if you are at university or away from home to avoid delay.

There are two parts to the application:

1. YOTI check

An online identity check using your passport and digital driving licence

*You need to complete the YOTI check before you can proceed to the BPSS application.

**We advise that you complete the YOTI check on a mobile phone or tablet, with which you can take photos.

*** Please use a personal email address that you have access to after you have finished school, college or university.

You will need with you:

Passport – please ensure that your passport has not expired and that you have signed it.

Digital driving licence (provisional or full) – please ensure that your licence hasn't expired and shows your permanent home address not your term time address.

If you do not hold a British passport, please continue to complete the process but ensure you upload or email securityvetting.Stevenage@mbda.co.uk a photo of the following documents;

Birth certificate – if your birth certificate is not in English, a translation would be useful but not mandatory

Digital driving licence – please ensure that your licence hasn't expired and shows your home address not your term time address.

Evidence of your National Insurance number – a photo of a government letter or your NI card showing your NI number.

2. BPSS application

Please ensure all information provided on your application is accurate, complete and truthful. Providing false or misleading information may lead to your application being withdrawn.

*We advise that you complete the BPSS application on tablet or laptop with a larger screen

** You will need to upload documents to First Advantage – Your passport, birth certificate and driving licence **must** be photos of the original document.

- Please enter your registered permanent home address as your current address, and input all student addresses as previous addresses, where relevant.
- A criminal record check (DBS) will be completed as part of the HMG BPSS requirement. You can request a copy be posted to you and/or view it online.
If the DBS shows a criminal conviction, your vetting officer will ask you send a copy of the front and back of the certificate.
- If you currently hold, have previously held or previously applied for Security Clearance via the National Security Portal, please select YES to this question on the workflow, so that we can process relevant checks. If any details that you are not aware of are being requested, please enter 'UNKNOWN' to allow you to proceed.
- **If you hold, or have previously held any other nationality**, please ensure this information is accurately provided on the application form.
- If you have spent 28 or more consecutive days outside of the UK in the past 5 years.
Please provide full details of this on the application form – dates, countries visited and purpose of travel.
- You will need to provide details of a referee. First Advantage will email your referee to verify:
 - any periods of unemployment
 - any extended periods of travel outside the UK
 - employment if your employer does not reply

*Please ensure you have known your referee for at least 3 years and they are not related to you.
- First Advantage will need to verify any periods of full-time education in the last 5 years.
If you attended school or college full-time in the last 5 years, please upload a copy of your exam certificates.
If you attended university full-time in the last 5 years, please upload a copy of a Student Status letter.
If you cannot provide a Student Status letter, First Advantage will ask you to sign a HEDD Consent form so that they can verify your attendance.

If you hold any of the following documents, please upload a copy/photo to First Advantage:

- A visa to travel, live, study or work in another country (E.g., ESTA, OCI, NICOP)
- Exam certificates
- Student Status letter
- Naturalisation Certificate
- Surrender of passport Certificate
- If you were born outside the UK, a photo of your birth certificate
- If you have changed your name, a document to show this (E.g., deed poll, marriage certificate, Decree Absolute)

If you need additional support to complete the YOTI check or the BPSS application please contact your appointed MBDA Vetting Officer or First Advantage.

MBDA Contact Details	First Advantage Contact Details	UKSV Contact Details
01438 755000	0808 812 6570 *Option 2	0330 058 8290
Securityvetting.stevenage@mbda.co.uk	ukcandidatecare@fadv.com	UKSV-helpdesk@cabinetoffice.gov.uk
	Chat with an expert – https://care.fadv.com	UKSV Helpdesk Portal

On average, the BPSS process can take up to 15 working days from the date you submit your application.

Step 2 – Complete your Security Clearance (SC) application (if your role requires it)

If your role requires you to achieve and maintain a higher level of National Security Vetting you will receive two emails.

- An account activation email to register on the National Security Vetting (NSV) Portal
- An instruction email from your vetting officer on details you need to use, to register on the National Security Vetting (NSV) Portal

Please ensure all information provided on your application is accurate, complete and truthful. Providing false or misleading information may lead to your application being withdrawn.

- You will have 30 days before the application is automatically cancelled and any progress will be lost.
- The application will ask for details of your current employment. Please select unemployed from the drop-down list unless you were also in part time employment. If you were in part time employment enter details of this employment.
- If you are a full-time student with no part-time employment alongside this, please enter your education as 'Unemployment' on the UKSV application.
- Once the application is in progress, UKSV may contact you for any further information they require for their mandatory checks.
Please ensure you check your inbox/spam/junk folders regularly and respond to these in a timely manner to avoid cancellation of your application.
- If you have travelled outside the UK for more than 28 consecutive days in the last 5 years, UKSV may request a Residency Waiver.
Your vetting officer will be in touch to advise you, should this happen.

If you need additional support to complete your SC application, please contact your appointed MBDA Vetting Officer or UKSV.

On average, the SC application can take up to 44 working days from the date you submit your application.

Step 3 – Maintain your Security Clearance

**You have been vetted because your role requires you to have access to sensitive information and/or assets and places you in a position of trust.
You should not disclose your level of security clearance online or on social media profiles and it is your personal responsibility to maintain your security clearance.**

To maintain your Security Clearance, you must notify the Vetting aftercare team of any Changes in your Personal Circumstances.

You must report the following changes:

- You change your name
- You get married, enter into a civil partnership or start living with a partner as a couple
- You intend to travel outside the UK
- You change your nationality
- You are arrested or cautioned for any offence
- You hold DV clearance and intend to co-habit in shared accommodation
- Any significant change in your financial circumstances

Please contact the Vetting Aftercare team on ftn.aftercare@mbda.co.uk