

# MBDA SECURITY CLEARANCE PROCESS



**Step 1** – Complete Sterling application form including digital ID and Right to Work Check via Yoti ensuring you share your Yoti results with Sterling.

Upload all required documents at the end of the Sterling application form to avoid any delays.

This will include evidence of your nationality/ies, including naturalisation, relinquishment of nationality/ies, name change documents and evidence of your employment such as work contract, payslips, P60s etc.

If you don't have the relevant documents please follow the below process where HMRC will be able to provide confirmation of your employment.

*If you are a UK based candidate, please obtain HMRC documents confirming period of employment. In order to request details of your employment history please contact HMRC on 0300 200 3500 and follow the automated prompts. Alternatively, to obtain this information from your Government Gateway Account:*

1. Navigate to <https://www.gov.uk/log-in-register-hmrc-online-services>
2. Click on the green "Sign in" button
3. Login by following the instructions on the gateway portal
4. Click on the "Pay As You Earn (PAYE)" link
5. Click on "Check previous tax years" link
6. You will be presented with the latest tax year and will have the option to select other tax years on the right-hand side of the screen
7. Select the relevant tax year
8. In the middle of the screen, click on the "Check the income details sent to us" link
9. You will be presented with a month on month summary of taxable income, income tax paid as well as national insurance paid
10. At the top right-hand corner of the page, click on the "Print this page" link
11. You will then be given the option to print to pdf and save the tax year information
12. Please repeat steps 7 to 11 for each relevant tax year

*If this activity commenced more than five years ago you will only need to evidence the last five years.*

**Step 2** – Look out for any emails from Sterling or MBDA Vetting Officer requesting further information or documents.

**Step 3** – When BPSS clearance has been completed your recruitment advisor or MBDA Sponsor will be notified and they will contact you to discuss if a start date can be agreed or if you are required to hold [National Security Vetting \(NSV\)](#) before you can carry out your role.

**Step 4** – If [National Security Vetting \(NSV\)](#) is required a MBDA Vetting Officer will contact you to advise and provide information on how to complete the UKSV application form. Please submit the application form as soon as possible

**Step 5** – When [National Security Vetting \(NSV\)](#) has been granted you will be notified via a Security Clearance Notification when you have started your role or your recruitment advisor or MBDA Sponsor will inform you and arrange a start date.