

QUICK REFERENCE GUIDE

MBDA UK SECURITY CLEARANCE APPLICATION

1. Be prepared with all required documents were relevant
 - a. Passport/s
 - b. Driving Licence
 - c. Council Tax bill
 - d. Letter from head teacher or college principal
 - e. Naturalisation certificate
 - f. Overseas Travel and/or ID cards and or Residence permits
 - g. Birth Certificate

(The MBDA UK Personnel Security Team will need to verify your full name, date of birth and full current and / or permanent address. Full details of acceptable documents can be found [here](#). You will require 1 ID document from Group 1 and 1 ID document from group 2a or 2b confirming your current / permanent address. If you have changed your name, please also locate the document as evidence e.g. deed poll, marriage certificate).

2. Please enter your registered permanent home address as your current address, and input all student addresses as previous addresses, where relevant.
3. If you have previously or currently hold security clearance please select YES to this question on the workflow, so we can process relevant checks for this. If any details that you are not aware of are being requested, please enter 'UNKNOWN' to allow you to proceed.
4. If you hold, or have previously held any other nationality, please ensure this information is accurately provided on the application form. Please also ensure that you enter details of any overseas travel visas or ID cards that you hold for another country (e.g., OCI/NIC etc.) and provide a copy of this where relevant.
5. 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 – countries visited, dates, purpose of travel, etc.
6. The application form will require you to add a gap referee, which will be used for any periods of unemployment or if First Advantage cannot obtain verification from an employer. Please ensure you have known your referee for at least 3 years and they are not related to you.
7. First Advantage will require verification of any education that falls within the last 3 years. To help speed this process up, please upload any evidence you have of your education when completing the application – for example, GCSE and A Level certificates (please ensure this has the education establishment name on it). For universities, please request a Student Status Letter directly from the University and provide this to First Advantage.

SC Clearance - UKSV (Full guidance for completing the UKSV form can be found [here](#))

1. If your role requires SC clearance, you will be loaded to the UKSV portal to complete this application. When activating your account, please ensure you enter the details as shown exactly in your passport and on the guidance sent to you by your MBDA UK Vetting Officer – this will include entering any middle names within the forename section.
2. Please ensure you submit the application as soon as possible. You will have 30 days before the application is automatically cancelled and any progress will be lost.
3. UKSV may request a residency waiver application, if you have been outside of the UK for 28 days or more. If this is a request your Vetting Officer will be in touch to advise and you will be requested to provide more documents as evidence of your overseas residency.
4. The UKSV form will request your work address. If you are not currently employed, please enter your home address in this section to allow you to proceed.

5. If you are a full-time student with no part-time employment alongside this, please enter your education as 'Unemployment' on the UKSV application.
6. Once the application is in progress, UKSV may contact you for any further information they require for its checks. Please ensure you check your inbox/spam/junk folders regularly **and** respond to these in a timely fashion to avoid cancellation of the application.

A BPSS application can take up to 20 working days and SC up to 44 working days. You will be notified in writing of any start dates (please do not submit your leaving notice to your employer, until you have this confirmed in writing)

Please contact your appointed MBDA UK Vetting Officer for any additional support or information on the security clearance process.

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