

OFFICIAL

## SECURITY CLEARANCE PREPARATION



Congratulations on your offer to join the MBDA Early Careers Programme! 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 hold Baseline Personal Security Standard (BPSS) and/or National Security Vetting (NSV). When the Personnel Security team receive confirmation of your offer, you will then 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 First Advantage Application

You will be loaded to the First Advantage platform and receive an email containing a link to complete the First Advantage application. You will need to have to hand your ID documents, any nationality documents i.e., naturalisation certificate, overseas travel and ID cards, such as OCI / NICOP, education certificates and employment documents (where relevant). If you do need help, in the first instance you can contact First Advantage Candidate Care Team or MBDA Personnel Security Team;

[UKcandidatecare@fadv.com](mailto:UKcandidatecare@fadv.com)  
0808 812 6570

[securityvetting.Stevenage@mbda.co.uk](mailto:securityvetting.Stevenage@mbda.co.uk)  
01438 755000

You will be asked first to complete the Yoti section, to confirm your identity via facial recognition and will need to have your ID documents to hand. When this section has been completed, please ensure you select to share your details with First Advantage, and then you will then be taken to the application form, where you will be asked to enter your personal details, address history (including any student addresses), employment history and education history. The last section of the form, you will be asked to upload any relevant documents to support your application. Once submitted, your application and BPSS check will begin. BPSS can take up to 20 working days for completion.

### Step 2 - Processing

Your VO will work with First Advantage to complete all BPSS checks. If the Yoti section fails please do not be alarmed, you will be contacted by your VO to arrange a virtual ID/RTW check. For this you will need to have your physical ID documents with you, so the VO can verify them correctly. You may also be contacted to provide further documents as evidence of employment or education, including a 'HEDD consent form', which may need to be hand-signed to gain a reference from your university.

### Step 3 – SC clearance (if required)

After certain checks have been completed by First Advantage, we can then look into the NSV SC clearance. If you require SC clearance for your role you will be loaded to United Kingdom Security Vetting (UKSV) portal and will receive an instruction email from your VO and an email from UKSV containing a link to activate your account.

- You will need to click on the link and then enter your personal data as per the instruction email.
- You will then be issued with a PIN code and asked to set up a username and password (this can be anything providing it meets the criteria).
- Guidance on how to complete the application can be found [here](#) or [hints and tips](#). You can also contact UKSV directly;

UKSV Helpdesk phone line – 0330 058 8290

Phone line is open Mon-Fri, please see opening times on [UKSV website](#)

UKSV Helpdesk email – [uksv-helpdesk@cabinetoffice.gov.uk](mailto:uksv-helpdesk@cabinetoffice.gov.uk)

UKSV Helpdesk Portal - <https://helpdesk.uksv.service.cabinetoffice.gov.uk/s/>

SC clearance applications can take up to 44 working days for completion.

### Step 4 – Maintaining your Security Clearance

Holding NSV comes with the additional personal responsibility to maintain it and notify the Personnel Security Team of any Change in Personal Circumstances (CPC), including any intended personal overseas travel (some countries may require additional approval and briefings first), changes in nationality or UK residency, any significant health changes or addictions, or conflicts of interest with MBDA. Please email any questions to [ftn.aftercare@mbda.co.uk](mailto:ftn.aftercare@mbda.co.uk)