

FACILITY SECURITY CLEARANCE

Facility Security Clearance (FSC) is issued to those legal entities that will have access to information classified as CONFIDENTIAL, SECRET or TOP SECRET under business cooperation with government authorities, public authorities or authorities of other states and international organizations.

Valid FSC presents proof that a legal entity applies the prescribed measures and information security standards in the scope necessary for concluding classified contracts, i.e. for handling classified information of the security classification level and type it was issued for. FSC also contains the information whether the legal entity has an accredited area for storing classified information, i.e. whether in its facilities it has established and is implementing information security measures and standards relative to the prescribed storage of classified information.

Facility Security Clearance is issued by the Office of National Security Council (UVNS) and is valid for 5 years.

SUBMITTING A REQUEST FOR FACILITY SECURITY CLEARANCE

A written Request is submitted to the UVNS using the following address:

URED VIJEĆA ZA NACIONALNU SIGURNOST
Jurjevska 34
10000 Zagreb.

The Request shall contain the following information:

- name, address and the registration number of the legal entity for whom the Request is submitted;
- reason for requesting the Clearance;
- security classification level and type of classified information for which the FSC is requested.

Regardless of the applicant and the type of FSC requested (national or international), there shall be a completed *Questionnaire for Security Vetting of legal entities*¹ enclosed to each Request, as well as additional enclosures as instructed below.

¹ After completion and signing, the Questionnaires are classified information of security classification level RESTRICTED and shall not be sent by e-mail.

**a) FSC for concluding classified contracts with government and public authorities
- National Facility Security Clearance -**

The Request is submitted to the UVNS by government authority or public authority conducting the procurement process or concluding a classified contract (one where it will exchange classified information marked CONFIDENTIAL or higher with the legal entity while carrying out the contract).

To determine the necessary scope of certification, the applicant shall enclose to the Request not only the *Questionnaire for Security Vetting of legal entities* but also the completed “[Instructions on Security Measures and Classification of Information](#)”, available [here](#)².

IMPORTANT NOTICE: Legal entity interested in participating in procurement procedure which requires a FSC and not having the appropriate FSC, can ask the government authority or public authority conducting the procurement procedure to submit a Request for FSC to the UVNS.

**b) FSC for concluding classified contracts with authorities of other states
and international organizations (e.g. NATO and the EU)
- International Facility Security Certificate -**

The Request can be submitted to the UVNS by:

- 1) Competent authorities of states that have signed with Croatia an international agreement on mutual protection of classified information, pursuant to the international agreement;
- 2) Competent authorities of international organizations (e.g. NATO and the EU) of which Croatia is a member, pursuant to international agreements;
- 3) Legal entity independently; or
- 4) Ministry of Economy under the project “Croatian Economy and NATO”, that is, when the FSC is needed for signing classified contracts with NATO bodies and agencies.

If the legal entity is submitting the Request independently, they shall use the form “[Request for Facility Security Clearance](#)”, available [here](#).³

In addition to the *Questionnaire for Security Vetting of legal entities*, a copy of the publication of the procurement process or contract calling for a FSC shall be attached to the Requests referred to in item b. If the document is classified, it is not attached to the Request and only the box “reference number and date of publication of the procurement process, i.e. date of the contract” is filled out.

If the Request is submitted by the applicants referred to in items b)1 and b)2, the completed *Questionnaire for Security Vetting of legal entities* can be delivered directly to the UVNS by the legal entity for whom the Request is submitted.

² English version of the Instructions is for reference only.

³ English version of the Request is for reference only.

IMPORTANT NOTICE:

Request for renewal of the FSC is submitted as described earlier, 6 months before the expiration of the valid Facility Security Clearance.

Before concluding a new contract that includes exchange of classified information marked CONFIDENTIAL or higher with the legal entity, it is necessary to check whether the scope of the current FSC corresponds to the requirements of the new contract.

If it does not correspond, the UVNS shall be informed thereof and a change in certification of the legal entity shall be requested (for a higher security classification level, other type of clearance, facility accreditation or information system accreditation depending on what is needed for implementation of the new contract).

The Request for change in certification of the legal entity is submitted as described above, upon obtaining actual knowledge of circumstances requiring a different scope of certification.

Government authorities, public authorities or legal entities in need of contractors/subcontractors to carry out a contract that includes the exchange of information at the security classification level CONFIDENTIAL or higher, can get the information on the selected legal entity's possession of a FSC, its scope and validity.

The Request for information on possession, scope and validity of a FSC is submitted to the UVNS in written form either by mail to the address:

URED VIJEĆA ZA NACIONALNU SIGURNOST
Jurjevska 34
10000Zagreb

or by e-mail to: ivcp@uvns.hr.

The Request for information on possession, scope and validity of a FSC has to contain:

- information on the legal entity concerned;
- substantiated reasons why the information on FSC is requested.

Whenever deemed necessary, the UVNS can ask for additional explanation of the Request for information on possession, scope and validity of a Facility Security Clearance.

Further questions related to the Request for FSC

Parties concerned (competent authorities and public authorities, competent authorities of other states, competent bodies of international organizations and legal entities interested in FSC) can

contact the UVNS directly at ivcp@uvns.hr for any further questions they may have on the Request for issuing a FSC.