



INSTRUCTIONS FOR FILLING OUT THE SECURITY VETTING QUESTIONNAIRE

For the purpose of issuing a Personal Security Clearance (PSC), to conduct the security vetting procedure necessary for allowing a person access to classified information, the following Security Vetting Questionnaire forms must be filled out:

- 1st degree Security Vetting Questionnaire for PSC allowing access to classified information marked TOP SECRET (COSMIC TOP SECRET, TRÈS SECRET UE/EU TOP SECRET);
- 2nd degree Security Vetting Questionnaire for PSC allowing access to classified information marked SECRET (NATO SECRET, SECRET UE/EU SECRET);
- 3rd degree Security Vetting Questionnaire for PSC allowing access to classified information marked CONFIDENTIAL (NATO CONFIDENTIAL, CONFIDENTIEL UE/EU CONFIDENTIAL).

The Questionnaire must be properly completed (all sections). Otherwise, it will be returned for completion.

Complete the Questionnaire carefully and write information/responses that are true.

The proper way to fill out the Security Vetting Questionnaire is prescribed in the *Regulation on the content, form, filling out and handling the Security Vetting Questionnaire (Official Gazette, No. 114/08)*, in further text: Regulation.

A Note on the first page of the Security Vetting Questionnaire contains basic rules for filling out the Questionnaire.

In line with the Regulation and the Note on the first page of the Questionnaire:

- ! **The Questionnaire has to be filled out personally.**
- ! **The official form of the Questionnaire is to be filled out (the one in Croatian language¹).**
- ! **The Questionnaire is filled out using block letters and ink.**
- ! **All sections must be completed.**
- ! **Offered answers must be circled and where necessary explained.**
- ! **When a question is not applicable or the answer is not known, a / is put for an answer.**
- ! **If there is not enough space for an answer, an additional sheet of paper is used, signed and enclosed to the Questionnaire.**
- ! **The Consent form must be signed personally, and the place and date of signature filled out.**

¹ The official form of the Questionnaire is part of the *Regulation on the content, form, filling out and handling the Security Vetting Questionnaire, (Official Gazette, No. 114/08)*, and can be downloaded from <http://www.uvns.hr>.





The most frequently asked questions and most misunderstandings are related to the following sections of the Security Vetting Questionnaires:

TAX NUMBER	Found on page 2 of all Questionnaire Forms
Write your Personal Identity Number (OIB).	
TEMPORARY RESIDENCE ADDRESSES	Found on page 2 of the 1 st , 2 nd and 3 rd degree Security Vetting Questionnaire
All requested information shall be filled out. If the temporary residence address is different from the permanent residence address, it is necessary to state the actual residence address, the period of residence on that address and whether the temporary residence is/was registered or unregistered.	
EDUCATION DETAILS	Found on page 3 of the 1 st and 2 nd degree Security Vetting Questionnaire
All requested information shall be filled out, including the <i>Number and date of certificate or diploma for the acquired qualification</i> – do not forget to write the certificate / diploma number and date it was issued.	
ASSETS DETAILS – Enter the amounts of your financial obligations (e.g. loans, guarantees, etc.)	Found on page 4 of the 1 st degree Security Vetting Questionnaire. In the 2 nd degree Security Vetting Questionnaire the information on “your financial obligations” is not required (see page 4 of the Questionnaire). The 3 rd degree Security Vetting Questionnaire does not have the section on “Assets Details”
Here you should state the total amount of your loan, the monthly payments, remaining payment schedule and the credit institution where you have received the loan.	
PARENTS, BROTHERS, SISTERS, CHILDREN AND CO-RESIDENTS DETAILS	Found on page 5 of the 1 st and 2 nd degree Security Vetting Questionnaire. In the 3 rd degree Security Vetting Questionnaire the information on “co-residents details” is not required (see page 3 of the Questionnaire).





Write the information about your parents, brothers, sisters and children regardless of the fact whether they live in the same household with you or not. Write the information even if the person(s) has died (in this case, you will make a note “deceased”).
 Likewise, in this section you are asked to write the information on all persons living in the same household – spouse or common-law partner, grandparent(s), other relatives or co-habitants (related or not).

<i>CLOSE RELATIVES LIVING ABROAD</i>	Found on page 5 of the 1 st and 2 nd degree Security Vetting Questionnaire. In the 3 rd degree Security Vetting Questionnaire the information on “close relatives living abroad” is not required.
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Close relatives (to be listed in this section) are relatives including 4th degree of kinship (grandparents, siblings, nieces and nephews, uncles, aunts and their children as well as affinal kinship including 2nd degree (parents, siblings, and grandparents of your spouse or common-law partner).

<i>INFORMATION ON CRIMINAL AND MINOR OFFENCES - Have any legally valid or invalid court verdicts or decisions been passed against you?</i>	Found on page 6 of the 1 st and 2 nd degree Security Vetting Questionnaire and on page 4 of the 3 rd degree Security Vetting Questionnaire.
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If the answer to the question “Have any legally valid or invalid court verdicts or decisions been passed against you?” is YES, you should state each court decision passed in either misdemeanor or criminal proceeding, what the decision was (conviction, acquittal, discontinuance of proceedings, et al.), name the court that passed the decision and for what deed.

IMPORTANT NOTICE:

A completed and signed Security Vetting Questionnaire is marked “RESTRICTED” and thus prohibited to be sent by e-mail.

