

INFORMATION REQUIRED FOR COMPLETING CANDIDATE SECRET AND TOP SECRET QUESTIONNAIRES

(THIS IS FOR INFORMATION PURPOSES ONLY. DO NOT PROVIDE ANSWERS ON THIS FORM. PLEASE LOGON AND COMPLETE THE ONLINE VF3 QUESTIONNAIRE)

VF3 – Security Questionnaire SECRET or TOP SECRET Clearance

The form must be completed **personally** by the candidate. All sections must be answered in full or marked as "Nil" or "N/A".

The principal reasons for **delays** in processing security clearances are **incomplete** or **insufficient answers** by candidates, or the **unavailability** or **slow response** from nominated referees.

An outline of the purpose of assessments, what is involved and issues such as privacy and the security of information you provide is given in the information tab contained in the online VF3.

The Consent for Disclosure of Information (VF1) **must** be completed.

Identity

Title/Salutation (Mr, Mrs, Ms, Rank, Official, Cultural, etc)

Surname of Family Name (now)

Surname or Family Name (at birth)

Gender

Any other Surname(s) or Family Name(s) used

Explanation of different Surnames used (eg, marriage, deed poll, "also known as", adoptive)

Legal First or Given Name(s)

Previous or other First or Given Name(s)

Explanation of other First or Given Name(s)

Most commonly used First Name or Nickname

Date of Birth

Town, City or District of Birth

Country of Birth

Drivers Licence Number (5a on drivers licence card)

Drivers Licence Version (5b on drivers licence card)

Citizenship

Current citizenship(s) / nationalities

All former citizenship(s) / nationalities

Current immigration status

Certificate of citizenship number (if naturalised)

Certificate date

If not a New Zealand citizen, date of taking up permanent residence

Date of arrival in New Zealand (if not NZ Born) (dd/mm/yyyy)

If you are not an New Zealand citizen, do you intend to apply for citizenship

New Zealand Passports

Please provide details of all **current** New Zealand passports.

Passport number

Additional passport number (if applicable)

Official passport number (if applicable)

Diplomatic passport number (if applicable)

*Other passport numbers **if issued in different names** (including expired passports). Please explain if detail not available (eg, lost).*

Any other passport information that may be relevant.

Foreign Passports

Please provide details of all **current and expired foreign** passports.

Passport number

Country of issue

Date of issue

Current or expired

*Please explain if full detail not available (eg. Lost)
Any other passport information that may be relevant*

Previous Addresses

Previous residential addresses in New Zealand for the past five years.

*Date From
Date To
Street Address,
Suburb,
Town, City or District
Postcode*

Employment in New Zealand

Present Occupation

*Position Title
Service, Division, Branch or Section
Employer
Business Street Address,
Town, City or District,
Country
Postcode*

Previous New Zealand Employment

Previous New Zealand employment over the **past five years**. This must be a consecutive and unbroken history. For **employment overseas**, see next section.

*Date From
Date To
Employer
Business Street Address,
Town, City or District,
Country, Postcode
Reason for leaving*

Previous Overseas Employment or Postings

Previous overseas employment over the **past five years**. This, and previous New Zealand employment, should give a consecutive and unbroken history.

*Date From
Date To
Employer
Business Street Address,
Town, City or District,
Country
Reason for leaving*

Overseas Residence

List all countries (other than New Zealand) in which you have lived for **six months or more**.

*Date From
Date To
Street Address,
Suburb,
Town, City or District,
Country, Postcode*

Other Countries Visited

List all **other** countries you have visited **within the last five years**. If toured multiple countries for a period of time, (eg, toured through Asia or Europe) please include an accurate account of the countries visited. Approximate dates are sufficient.

Date From
Date To
Country

Education

Provide details of post-primary schools, universities and other tertiary educational institutions attended.

Date From
Date To
Institution
Town, City or District,
Country
Qualifications gained and year

Father

If your father is unknown to you, please insert "N/A" in each field marked *.

First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)
Previous or other Surname or Family Name, eg, adoptive
Date of Birth
Town, City or District of Birth
Country of Birth
Citizenship or Nationality
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
If deceased, date of death,
or
Current or previous occupation (if retired or unemployed)
Nature of duties
Business Street Address,
Town, City or District,
Country

Mother

First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)
Previous or other Surname or Family Name, eg, maiden, adoptive
Date of Birth
Town, City or District of Birth
Country of Birth
Citizenship or Nationality
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
If deceased, date of death,
or
Current or previous occupation (if retired or unemployed)
Nature of duties
Business Street Address,
Town, City or District,

Country

Additional Parents

First or Given Name(s)

Surname or Family Name

Previous or other First or Given Name(s)

Previous or other Surname or Family Name, eg, maiden, adoptive

Date of Birth

Town, City or District of Birth

Country of Birth

Citizenship or Nationality

Former Citizenship or Nationality (if any)

Date of Arrival in New Zealand (if not New Zealand born)

If deceased, date of death, **or**

Current or previous occupation (if retired or unemployed)

Nature of duties

Business Street Address,

Town, City or District,

Country

Please **explain your relationship** to this person (eg, adopted, whānau, step parent, etc).

Siblings

Complete the details below. Include adoptive, step or half-brothers or sisters, including deceased. If you have no siblings, enter "Nil" or "N/A" into fields marked *.

Gender

First or Given Name(s)

Surname or Family Name

Previous or other First or Given Name(s)

Previous or other Surname or Family Name, eg, maiden, adoptive

Date of Birth

Town, City or District of Birth

Country of Birth

Citizenship or Nationality

Former Citizenship or Nationality (if any)

Date of Arrival in New Zealand (if not New Zealand born)

If deceased, date of death,

or

Occupation

Town, City or District,

Country

Personal Relationship

Personal status – Single, Engaged or Committed, Partner, Married, Separated, Divorced or Dissolution, Widow or Widower, Civil Union, De Facto

Spouse, Partner, Fiancé(e), eg, **steady, live-in or committed** relationship

Gender

Duration of Relationship – **Years and Months**

First or Given Name(s)

Surname or Family Name

Previous or other First or Given Name(s)

Previous or other Surname or Family Name, eg, maiden, adoptive

Date of Birth
Town, City or District of Birth
Country of Birth
Citizenship or Nationality (if more than one, include all)
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
If deceased, date of death,
or
Occupation
Employer
Employer's Address
Street
Town, City or District,
Country

Marriage or Civil Union
Date
Place
If applicable, date of separation, divorce or dissolution

Previous Spouse or Partner (if applicable)

Gender
First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)
Previous or other Surname or Family Name, eg, maiden, adoptive
Date of Birth
Town, City or District of Birth
Country of Birth
Citizenship or Nationality
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
If deceased, date of death
or
Street Address,
Town, City or District,
Country
Occupation
Employer
Employer's Address
Street
Suburb,
Town, City or District,
Country
Postcode
Duration of Relationship

Children

Only give details of those of your children (include adoptive and stepchildren), who are **16 years** of age or over. Include married names.

Gender
First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)
Previous or other Surname or Family Name, eg, maiden, adoptive
Date of Birth
Country of Birth
Occupation

Citizenship or Nationality
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
Street Address,
Town, City or District,
Country

Number of Children

Total number of children, of any age, including adoptive or step children.

Extended Family – Father of Spouse, Fiancé(e) or Partner

First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)
Previous or other Surname or Family Name, eg, adoptive
Date of Birth
Town, City or District of Birth
Country of Birth
Citizenship or Nationality
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
If deceased, date of death,
or
Current or previous occupation
Nature of duties
Street Address,
Suburb,
Town, City or District,
Country, Postcode

Extended Family – Mother of Spouse, Fiancé(e) or Partner

First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)
Previous or other Surname or Family Name, eg, maiden, adoptive
Date of Birth
Town, City or District of Birth
Country of Birth
Citizenship or Nationality
Former Citizenship or Nationality (if any)
Date of Arrival in New Zealand (if not New Zealand born)
If deceased, date of death,
or
Current or previous occupation (if retired or unemployed)
Nature of duties
Street Address,
Suburb,
Town, City or District,
Country, Postcode

Shared Accommodation

Give details of all people **over** the age of **16 years** (who have not been listed previously on this form) with whom you reside, eg, flatmates and boarders. It is not necessary to include fellow residents of hostels or barracks.

First or Given Name(s)
Surname or Family Name
Previous or other First or Given Name(s)

Previous or other Surname or Family Name, eg, maiden, adoptive

Gender

Date of Birth

Country of Birth

Associations and Background

If you answer "Yes" to any of the following questions, this will not necessarily prevent a security clearance. If you wish, you may **discuss** these issues, **in confidence** with an NZSIS officer.

Have you ever been a member of, supported, encouraged or been in sympathy with any political, religious, national or ethnic organisation or group that advocates the:

- *use of violence to achieve its purposes?*
- *undermining of the Government of New Zealand or any other country by unlawful means?*
- *violation of the civil rights of any ethnic, religious or political group?*

Give brief details

Have you ever, whether in New Zealand or overseas, been associated with another country or its representatives to the degree that association could affect your loyalty to New Zealand?

Give brief details

Are you a member of any political, religious or ethnic organisation or group to which you have a greater loyalty than you give to New Zealand?

Give brief details

Are you aware of any circumstances (not covered by your previous answers in this form) that may be relevant to a consideration of your suitability for access to classified national security information (eg, use of abuse of drugs, abuse of alcohol, gambling, financial difficulties, conflicts of interest or insolvency, psychological problems or any behaviour that could make you susceptible of pressure or improper influence)?

Give brief details

Have you ever held a government security clearance before, whether issued by a New Zealand or overseas authority?

Name Issuing Authority

Year Issued

Convictions

CRIMINAL RECORDS (CLEAN SLATE) ACT 2004*

On November 29th 2004 the Criminal Records (Clean Slate) Act 2004 came into force. The legislation is designed to allow individuals with less serious convictions who have been conviction-free for at least 7 years to put their past behind them. The Act allows eligible individuals to conceal convictions in most circumstances.

There are specific exceptions listed in the Act under section 19 that provide for an eligible individual's convictions to be disclosed. One of these exceptions is where a disclosure of an eligible individual's criminal record is necessary for the purposes of security related functions of the NZSIS [s19(3)(a)(iii)]. (eg, vetting for security purposes) and another is where an individual is applying for employment in a position which involves the national security of New Zealand [s19(3)(d)(i)]. Under these provisions an eligible individual that is to undergo vetting for security clearance may not conceal their criminal record.

Thus, as you are applying for a security clearance you need to be aware of the following exception, and are bound to reveal your complete record - even if you are an 'eligible individual':

EXCEPTION: FULL CRIMINAL RECORD TO BE RELEASED

Criminal Records (Clean Slate) Act 2004

Section 19(3)(a)(iii) and Section 19(3)(d)(i) - National Security

Please note that your answers to this section **will** be checked against relevant national records

Have you ever been:

- *convicted of a criminal offence or traffic offence in a Court in New Zealand or elsewhere?*
- *granted a Police "diversion" after having appeared in a New Zealand Court?*
- *convicted of any offence by a New Zealand Defence Court Martial or the equivalent Service Tribunal of another Armed Force?*
- *convicted of any offence by a New Zealand Defence Force Summary Trial (or the equivalent proceedings of another Armed Force) and awarded any of the following punishments:*
 - *detention,*
 - *reduction of rank,*
 - *a stay of seniority or a fine in excess of seven days pay?*
- *Do you have any charges continuing or pending against you in New Zealand or elsewhere for criminal or traffic offences?*
- *Do you have any charges continuing or pending for disciplinary (departmental or professional) offences in New Zealand or elsewhere?*
- *Are you under investigation for any of the foregoing matters?*
- *Do you have any charges continuing or pending under a New Zealand Defence Summary Trial or the equivalent proceedings of another Armed Force?*
- *Are you under investigation for any offence under the New Zealand Armed Forces Discipline Act 1971, or for any offence committed whilst serving as a member of another Armed Force?*
- *Have you ever been dismissed from your employment by any organisation in New Zealand or elsewhere?*

If you have answered "Yes" to any of the above, please provide brief details here.

Referees

Nomination of Referees

Important

If there are exceptional circumstances and you are unable to meet the requirements concerning the nomination of referees, you must discuss the difficulty with your Departmental Security Officer. They will provide you with advice and if necessary should explain the circumstances in their submission to the New Zealand Security Intelligence Service that accompanies this questionnaire.

On the following pages give details of four people who KNOW YOU WELL and can vouch for your character. ALL should have had recent contact with you (within the last 12 months). The referees should be contactable for at least 6 weeks from the date of submission of this form.

You must tell the referees you have nominated them, and ask them to cooperate by making themselves available for an interview if they are contacted by an NZSIS vetting officer, and by promptly completing the questionnaires sent to them.

Referees must be residents of New Zealand (unless there are exceptional circumstances). They should also preferably be New Zealand citizens, although this is not essential.

The four referees should consist of:

- Someone who has been your supervisor or immediate manager. For the self employed this may be someone to whom you have been contracted. If you are a young graduate who has not been employed this could be a teacher or lecturer with whom you have had a significant academic relationship. Ideally this person should have known you for at least two years.
- Someone with whom you have been working, eg, a colleague or fellow within the same workplace, or a fellow member of a voluntary organisation such as Rotary, a school board of trustees, church, club, or sports club organising function. Ideally this person should have known you for at least two years.
- Two referees should be social contacts: a friend or colleague in a social environment who has known you for at least five years. Unless there are exceptional circumstances, it is not appropriate to nominate people who are your direct subordinates at work.

Referees are NOT:

- A current or past partner or spouse.
- An immediate relative, eg, uncle, aunt, first cousin, nephew or niece.
- Related to each other.
- People with whom you share accommodation, eg, flatmates (unless they are the most suitable for other reasons).

Correct email addresses for your referees are very important. Please double check all the email addresses you enter. Referee email addresses that are organisation based, eg name@nzdf.mil.nz, name@department.govt.nz, name@university.ac.nz, name@business.co.nz etc make it easier for the NZSIS to verify your referees. Referees with email addresses such as gmail, hotmail, yahoo etc will take longer to verify and may involve the NZSIS contacting the referee directly. While both are acceptable, the generic hotmail type address may extend the time it takes to process your clearance.

THE MOST COMMON REASONS FOR DELAYS IN COMPLETING VETTING INQUIRIES AND GRANTING SECURITY CLEARANCES ARE THE UNAVAILABILITY OR UNSUITABILITY OF NOMINATED REFEREES.

Important

Referee 1

This referee should be someone who has been your supervisor or immediate manager. For the self employed this may be someone to whom you have been contracted. If you are a young graduate who has not been employed this could be a teacher or lecturer with whom you have had a significant academic relationship. Ideally this person should have known you for **at least two years**.

Rank / Title (Mr, Mrs, Ms, Rank, Official, Cultural, etc)

First or Given Name(s)

Surname or Family Name

Email Address - Please check address to ensure it is correct

Home Address

Street,

Suburb,

Town, City or District,

Country, Postcode

Telephone numbers – Home, Work, Mobile

Employer

Position Title

Nature of duties

Place of work address

Suburb,

Town, City or District,

Country, Postcode
 How do you know the Referee?
 Time known (years)
 Has the Referee been advised of this nomination?
 Comments

Referee 2

This should be someone with whom you have been working, eg, a colleague or fellow within the same workplace, or a fellow member of a voluntary organisation such as Rotary, a school board of trustees, church club, or sports club organising function. Ideally this person should have known you for **at least two years**.

Rank / Title (Mr, Mrs, Ms, Rank, Official, Cultural, etc)
 First or Given Name(s)
 Surname or Family Name
 Email Address - **Please check address to ensure it is correct**
 Home Address
 Street,
 Suburb,
 Town, City or District,
 Country, Postcode
 Telephone numbers – Home, Work, Mobile
 Employer
 Position Title
 Nature of duties
 Place of work address
 Suburb,
 Town, City or District,
 Country, Postcode
 How do you know the Referee?
 Time known (years)
 Has the Referee been advised of this nomination?
 Comments

Referee 3

This referee should be social a contact, a friend or colleague in a social environment who has known you for **at least five years**. Unless there are exceptional circumstances, it is **not appropriate** to nominate people who are your direct **subordinates** at work.

Rank / Title (Mr, Mrs, Ms, Rank, Official, Cultural, etc)
 First or Given Name(s)
 Surname or Family Name
 Email Address - **Please check address to ensure it is correct**
 Home Address
 Street,
 Suburb,
 Town, City or District,
 Country, Postcode
 Telephone numbers – Home, Work, Mobile
 Employer
 Position Title
 Nature of duties
 Place of work address
 Suburb,
 Town, City or District,
 Country, Postcode
 How do you know the Referee?
 Time known (years)
 Has the Referee been advised of this nomination?
 Comments

Referee 4

This referee should be social a contact, a friend or colleague in a social environment who has known you for **at least five years**. Unless there are exceptional circumstances, it is **not appropriate** to nominate people who are your direct **subordinates** at work.

Rank / Title (Mr, Mrs, Ms, Rank, Official, Cultural, etc)

First or Given Name(s)

Surname or Family Name

Email Address - Please check address to ensure it is correct

Home Address

Street,

Suburb,

Town, City or District,

Country, Postcode

Telephone numbers – Home, Work, Mobile

Employer

Position Title

Nature of duties

Place of work address

Suburb,

Town, City or District,

Country, Postcode

How do you know the Referee?

Time known (years)

Has the Referee been advised of this nomination?

Comments