

Change of Circumstance form

As a national security clearance holder you must notify your organisation of any changes to your circumstances. This form should be completed as soon as possible after a change in circumstance that could impact on you as a clearance holder.

Personal Details

First name:	<input type="text"/>	Organisation	<input type="text"/>
Middle name(s):	<input type="text"/>	Role/Title:	<input type="text"/>
Family name:	<input type="text"/>	Clearance level:	<input type="text"/>
Date of Birth:	<input type="text"/>		

Situation Overview

Please describe the details of the change to your circumstances. If you are in a *new* relationship, please fill in the new partner section on the following page.

Type of change (Please select from dropdown)	<input type="text"/>	Other (please specify)	<input type="text"/>
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Has your manager been notified? Yes No

*For any changes to Citizenship please notify NZSIS Vetting.

What date is the change effective from?

Please describe the details of the change in circumstances.

Please describe the mitigation you are planning to put in place (if applicable).

Change in personal relationship

If you have a change in personal relationship please provide the following details.

First name:	<input type="text"/>
Middle name(s):	<input type="text"/>
Surname/Family name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Nationality(s):	<input type="text"/>
Former nationalities (if applicable):	<input type="text"/>
Occupation:	<input type="text"/>
Relationship status:	<input type="text"/>
Address details:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Please send the completed form to your Chief Security Officer (CSO).

Risk Assessment (Security Officer to complete)

Is this change likely to undermine the clearance holder's ability to protect protectively marked material? Yes No

What security risk, if any, may result from the subject continuing to have access to protectively marked material?

Security Officer name:

Email address:

Contact phone: