|  |  |
| --- | --- |
| Insert your organisation logo here. | Reference number |
| Reference number |
| Date  This following is to be completed by security team or chief secrity officer prior to sending out. |
| dd/MM/yyyy |

# Annual Security Appraisal Form

### For security teams or chief security officer

|  |  |
| --- | --- |
| **Security assessment for** | Enter name of national security clearance holder |
| **Reporting period** | dd/MM/yyyy – dd/MM/yyyy |

|  |  |
| --- | --- |
| Has the clearance holder indicated any change to their circumstances? | Yes  No |
| Has your security team identified any national security risks? | Yes  No |
| Should the clearance holder continue to have their current access?  (To information, assets, and work locations) | Yes  No |

Assessment of clearance holder’s ongoing suitability

*Outline any concern, intended management plan, security awareess training needed,   
or further security briefing required for this clearance holder.*

|  |
| --- |
| Assessment details |

For more guidance on assesing and acting on a clearance holder’s change in circumstances, go to: https://protectivesecurity.govt.nz/assets/Personnel-security/PERSEC-ChangeofCircumstance-v4.pdf

If your security team or chief security officer is unsure whether anything in the annual security appraisal forms will impact the clearance holders suitability to continue to hold the clearance, contact: [psr@protectivesecurity.govt.nz](mailto:psr@protectivesecurity.govt.nz)

Result

**Routine — nothing of concern identified**

**Concerns — contact the clearance holder**

**Clearance holder has requested contact**