

## INSTRUCTIONS FOR NATO SECURITY CLEARANCE CERTIFICATE (NSCC)

The following certificate form must be completed in full. Failure to complete all of the fields will result in the NSCC being rejected.

### GENERAL INSTRUCTIONS

#### Section 1 *(Top half of form)*

- The information requested within the fields of the top two lines of the form can be verified using the Defense Information System for Security (DISS).
- The field below the "In accordance with" paragraph should state the subject's NATO security clearance level (select from the bulleted items listed on the form).
- Provide name of the NATO Agency to be visited and its address.
- Provide the date of issue, which is the date of the first day of the visit. This should be the same date cited on the Request for Visit (RFV).

#### Section 2 *(Bottom half of form)*

- The certificate expiration date listed must be no later than the last day of the subject's visit. This should be the same date cited on the RFV.
- The certificate is NOT valid without the signature of the company security manager or Facility Security Officer.
- Be sure to include date of signature and phone number of company security manager or Facility Security Officer in the appropriate fields.

**Upon completion, submit certificate along with Request for  
Visit to DCSA International**

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# NATO Security Clearance Certificate

## 1. Certification is hereby given that:

Visitor Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State) (Country)

Has been granted a security clearance by the Government of:

**United States of America**

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In accordance with current NATO regulations, including the Security Annex to C-M (64) 39 in the case of ATOMAL information, and is, therefore, declared suitable to be entrusted with information classified up to and including:

\_\_\_\_\_  
(Select Visitor's NATO security clearance level from the list below)

- COSMIC TOP SECRET
- NATO SECRET
- NATO CONFIDENTIAL
- COSMIC TOP SECRET ATOMAL
- NATO SECRET ATOMAL
- NATO CONFIDENTIAL ATOMAL

NATO Agency to be visited: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

\_\_\_\_\_  
(Date of the first day of visit)

## 2. This certificate will expire no later than: \_\_\_\_\_

\_\_\_\_\_  
(Date of expiration is the last day of the visit)

\_\_\_\_\_  
*Signature of Company Security Officer or Facility Security Officer*

\_\_\_\_\_  
*Date*

Telephone # \_\_\_\_\_

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### ISSUED BY:

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(FOR DCSA USE ONLY)  
Official Government Stamp