

## INSTRUCTIONS FOR PERSONNEL SECURITY CLEARANCE INFORMATION SHEET (PSCIS)

### A. GENERAL INSTRUCTIONS

1. Upon submission, please include the following:
  - a. Completed PSCIS form
  - b. NATO Selection Letter
  - c. Color Photocopy of Subject's Passport
  - d. Foreign NATO security clearance certificate, if available
2. A consultant shall not be assigned outside the United States with responsibilities requiring access to classified information

### B. SPECIFIC INSTRUCTIONS

#### **Section 1 SELECT THE REQUEST TYPE, WHERE APPLICABLE**

- Provide the level of clearance to be verified
  - TS – Top Secret
  - CTS – Cosmic Top Secret
  - S – Secret
  - NS – NATO Secret
  - C – Confidential
  - NC – NATO Confidential
- If the subject does not hold the requested level of clearance, and you want the subject's clearance initiated at the level requested, please select the last box in Section 1.

#### **Section 2 SUBJECT DETAILS**

- Provide the subject's full name (i.e., last, first middle)
- Select subject's gender
- Provide subject's date of birth (i.e., 2-digit day/2-digit month/4-digit year)
- Provide subject's place of birth
- Provide subject's home address and contact information complete contact information (i.e., phone number and email address)
- Provide the company name of the subject's current employer and contact information for the company security manager if applicable.

#### **Section 3 REASON FOR REQUEST**

Provide the reason you are requesting this security assurance. Provide the specific contract the subject will be assigned to, the position the subject will hold, timeline of the contract/ project/ program, etc.

#### **Section 4 REQUESTING NSA/DSA**

For Government Use Only. This section is to be filled by the requesting NSA/DSA

#### **Section 5 REPLY SECTION**

For Government Use Only. This section is to be filled by the responding NSA/DSA

#### **Section 6 PSC EXPIRY DATE**

For Government Use Only. This section is to be filled by the responding NSA/DSA

#### **Section 7 REMARKS**

For Government Use Only. This section is to be filled by the responding NSA/DSA

#### **Section 8 PROVIDING NSA/DSA**

For Government Use Only. This section is to be filled by the responding NSA/DSA