**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