

Must be written on NATO Agency Letterhead

To whom it may concern,

Subject: APPLICATION FOR NATO PERSONNEL SECURITY CLEARANCES

1. [Insert name and full address of United States contractor] is conducting work for (Insert name of NATO Agency/Organization) on (Insert subject, contract name/number, and contract expiration date).

2. The work requires (subject's Name) as an (insert subject's job title/position) to have access to NATO classified information at the level of XXXX and require access to (Insert details of NATO establishments/sites subject will require access to in performance of duties).

3. It is requested that (subject's name) be vetted in accordance with C- M(2002)49 to obtain a NATO Personnel Security Clearance to be permitted access to information and material marked up to and including NATO SECRET.

Signed by an appropriate authorized employee of the NATO Agency