



## Application for a personnel security clearance certificate (PSC certificate).

### FILLING INSTRUCTIONS

Sections A-C of the form are filled in by the employer or other client applying for a PSC certificate (e.g. when a company or organization applies for a certificate for an employee other than its own, such as an employee of its subcontractor). Section D of the form is filled in by the person subject to security clearance. The form must be filled in carefully. Incomplete applications will be returned back to the applicant, which delays the processing. The PSC certificate is always task-specific and must be renewed if the person starts in a new position, if the tasks require one. A new application cancels previous PSCs even if they are still valid, unless the applicant requests otherwise. The applicant must notify NSA if the subject's employment status changes (end of employment, change of duties, leave of absence).

#### **A. Applicant information (to be filled in by the applicant)**

Enter the details of the employer/client applying for the PSC certificate.

In the section concerning the person responsible for the organization's security, enter the information of the person responsible for the training in the organization regarding the protection of classified information referred to in section D of the form. Usually this is the security officer of a company or authority. The contact person is the name of the person handling the PSC application in the applicant's organization, if the person is not the same as the security officer referred to above. The e-mail address referred to in section A is the applicant's e-mail address, to which information about the PSC certificate and any requests for additional information will be sent. As a general rule, the e-mail address should be a so-called functional e-mail address and not an individual person's e-mail address. The postal address of the applicant (employer) is required for sending a possible negative decision regarding the PSC certificate.

#### **B1. Basis for applying for a personnel security clearance certificate (PSC certificate) (to be filled in by the applicant)**

The National Security Authority can issue a personnel security clearance certificate (PSC certificate) if it is required in an international information security obligation. Such international information security obligations include bilateral and multilateral information security agreements concluded by Finland and, for example, the security rules of NATO and the Council of the EU. A PSC certificate can only be issued for access to information classified as CONFIDENTIAL or higher.

One or more of the following criteria are selected from the section B1:

a) A PSC certificate can be issued if the person's duties require access to international classified information. International classified information means, for example, EU, NATO and ESA classified information as well as classified information of another country or international organization. An application notice or a job description, which describe the need for PSC and the highest category of classified information, must accompany the application. If the PSC application is related to an employee of a company who participates in an international project that requires a PSC certificate, the necessary information about the security requirements of the project must also be attached to the application (the part of the tender request document or the procurement document that shows the need for a PSC and the highest security category).

b) A PSC certificate can be issued if a person participates in an international meeting where classified information referred to in point a) is discussed. A meeting invitation must be added as an attachment to the application, expressing the need for PSC and the level of classified information discussed.

c) A PSC certificate can be issued if the person does not need access to internationally classified information in their work duties, but the person works in premises where such information is processed. The same applies to access to information systems where such information is processed.

d) Other basis. If the basis for PSC application is other than those described above, an explanation of the international information security obligation on which the PSC requirement is based should be added as an attachment.

The duration of the task requiring a PSC certificate, including possible extensions, is indicated in the field reserved for it.

#### **B2. Type and level of classified information concerned (to be filled in by the applicant)**

Classified information can be, for example, classified information of the EU, NATO or another state.

Select the type of classified information based on the PSC need. If the type is other than the options listed, choose "other, what?" and specify the type of classified information.



Correspondence table of national and international classified information:

NATIONAL	EU	NATO
<b>No PSC-certificate</b> Turvallisuusluokka IV KÄYTTÖ RAJOITETTU	RESTREINT UE / EU RESTRICTED (EU-R)	NATO RESTRICTED (NR)
Turvallisuusluokka III LUOTTAMUKSELLINEN	CONFIDENTIEL UE / EU CONFIDENTIAL (EU-C)	NATO CONFIDENTIAL (NC)
Turvallisuusluokka II SALAINEN	SECRET EU / EU SECRET (EU-S)	NATO SECRET (NS)
Turvallisuusluokka I ERITTÄIN SALAINEN	TRÉS SECRET EU / EU TOP SECRET (EU-TS)	COSMIC TOP SECRET (CTS)

### B3. Security clearance

Indicate whether a security clearance is applied for or whether the person already has a valid security clearance issued by the current employer. Issuance of a PSC certificate requires a valid standard or comprehensive security clearance. If the person does not have a valid security clearance, attach the personnel security clearance application as an attachment to the PSC certificate application. The security vetting is done by the Finnish Security and Intelligence Service, except for the personnel of the Finnish Defense Forces and subcontractors of the Finnish Defense Forces, for which the vetting is done by the Defence Command. The vetting done by the Finnish Security and Intelligence Service is subject to a fee. For more information and forms please see <https://supo.fi/>.

### C. Particulars of the person subject so security clearance (to be filled in by the subject of the application)

Enter all the requested information about the subject of the application. The e-mail address of the subject of the application, as well as the postal address for sending a possible negative decision, should also be entered in the section. The person's job title must be stated as clearly as possible, including military rank when application is related to military positions.

### D. Assurance on the protection of classified information (to be filled in by the subject of the application)

In the section, the person for whom the PSC certificate is applied for provides an assurance regarding the protection of classified information (all three items in section D. of the form must be acknowledged and checked by the subject him-/herself, incomplete applications will not be processed).

The instructions for handling international security classified information, which the subject must familiarize him-/herself carefully before a PSC certificate can be issued, can be found on the website of the National Security Authority at <https://um.fi/turvallisuusluokitellun-tiedon-kasittelyohje>. The person for whom the certificate is applied for signs the assurance by hand. An electronic signature is only allowed if the certificate can be opened, is eIDAS approve and found in the EU-EEA Trusted List. Changing the form after adding a signature is not allowed.

### SUBMITTING THE APPLICATION TO THE NATIONAL SECURITY AUTHORITY

Registry users (Finland only): the application is submitted to the person responsible for the security of their own organization, who will take the application to the registry.

Others: the completed, signed and scanned application with attachments is sent by the applicant to the following address:

<a href="mailto:nsa@govsec.fi">nsa@govsec.fi</a>	or by mail to address:	Ministry for Foreign Affairs/NSA PL 176 00023 Government FINLAND
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### APPLICATION PROCESS

Information about the issuance of the certificate will be sent to the applicant by e-mail. If the National Security Authority does not issue a certificate, the decision and appeal instructions will be sent to the employer and the subject of the application by mail.