

Applications can take up to 6 weeks to process.

MPC CONTRACTOR PASS APPLICATION CHECK SHEET

For new applications the following must be completed and submitted:

- | | |
|-------------------------------|---|
| BPSS Application Form | Completed and attached <input type="checkbox"/> |
| Passport photocopy | Completed and attached <input type="checkbox"/> |
| MOD F134 Official Secrets Act | Completed and attached <input type="checkbox"/> |

For renewals, if you have previously completed and submitted a BPSS and signed a MOD F134 Official Secrets Act you only require submitting the following:

- | | |
|--------------------|---|
| Passport photocopy | Completed and attached <input type="checkbox"/> |
|--------------------|---|

Criminal Record checks

Prior to being issued with a ZUB Pass a Criminal Record check will be conducted on your behalf by JSPSU and Stanley Police Station.

If you have recently arrived in the Falklands or have not lived here for 5 consecutive years, you're to provide Criminal Record checks for the countries you have lived in for the previous 5 years. Applications submitted without these will not be processed / delayed.

Photograph on your ZUB Pass

Photographs can only be taken at MPC Pass Office and are required to be updated every 5 years. Applications that are submitted, that do not have a recent photograph will be unable to have a ZUB pass produced until a new photograph is taken.



Applications can take up to 6 weeks to process.

MPC CONTRACTOR PASS APPLICATION

APPLICANT DETAILS					
Employer		Surname		Forenames	
Date of Birth		Nationality		Expected Date of arrival and departure	
Passport No		Passport Date Issued:		Passport Expiry Date	
Employment / Job Description				Work Permit Number / FI Status Number	
Address & Contact Number:				Work Permit Expires	
<p>I understand that I may be subject to being stopped in my vehicle or on foot and asked to produce my vehicle pass and / or my ID pass. I understand that during exercise periods my access to MPC may be delayed in accordance with Health & Safety guidelines. I may also be refused access, or have existing access rights removed, in accordance with the terms of the Crown Lease agreement.</p>					
SIGNATURE:			DATE:		

SPONSOR		
Is access to Classified Material required:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Level of Classification OFFICIAL <input type="checkbox"/> OFFICIAL-SENSITIVE <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/>
		<i>Company Stamp</i>

OFFICIAL SENSITIVE – PERSONAL (when complete)

Name:		
Signature:		
Tel Number:		

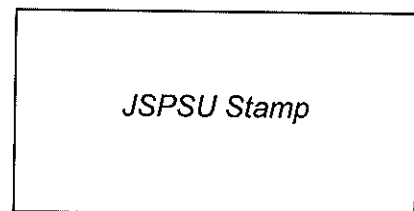
OFFICIAL USE ONLY

- BPSS Attached: YES NO
- Clearance held (if any): BPSS SC DV
- Passport photocopy taken: YES NO
- Work permit photocopy taken: YES NO
- Criminal Records Check (CRC) completed: YES NO
- MOD F134 Official Secrets Act signed: YES NO
- Declaration signed: YES NO

ACTION TAKEN

- Local BPSS Issued: YES NO
- SC Required: YES NO
- Other:

Name:
Rank:
For OC JSPSU



Full Name:		Company Name:	
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BASELINE PERSONAL SECURITY STANDARD (BPSS) CONTRACTOR APPLICATION FORM

Applications will take 20 working days to process.

NOTES FOR COMPLETION *(Please read carefully before completing form)*

Part A - Applicant Details. All applicants must complete Part A

Part B - Nationality & Immigration Status. All applicants must complete Part B - Nationality and Immigration Status Check, and must provide the following:

- UK passport, or a passport containing a certificate of entitlement, or
- P45, P60, NI Card and a wage slip or a letter from a Government agency **with** a full birth certificate or an Immigration Status Document issued by the Home Office.

Part C - Reference Forms. Applicants must provide details of 3 referees who must complete and sign the reference within Part C:

- **Reference 1.** Employer / Line Manager – to cover a period of three years and to be provided by either your current employer (or HR department), or previous employer for the same period. They must not be related to you or a partner.
- **Reference 2 & 3.** Personal Friend – to cover a period of three years and to be provided by either a personal friend or work colleague. They must not be related to you or a partner.

Part D – Criminal Record. Must be completed with as much detail as possible including dates; however, you may place the completed form in a sealed envelope for the attention of the Vetting Officer.

Proof of Identity. This must be established by a valid passport and one of the following documents:

- Current Driving Licence
- A recent utility bill with proof of address (gas, water or electricity)
- Local authority tax bill (valid for current year)

If a valid passport or photographic driving licence cannot be produced as proof of identity, applicants should provide a passport standard photograph certified by **one** of the referees that has known them for a period of 3 years in addition to one of the following:

- A recent utility bill with proof of address (gas, water or electricity)
- Local authority tax bill (valid for current year)

The person certifying the photograph must write on the back as follows:

'I [insert name] certify that this is a true likeness of [Mr, Mrs, Miss, Ms or other title followed by full name].'

They must then sign and date the statement. It is not enough to just sign and date the photograph.

The sponsoring security staff must view the original of any documents provided.

Part E – This part will be completed by the P&P office.

Important: Data Protection Act (1998). This form asks you to supply “personal” data as defined by the Data Protection Act 1998. You will be supplying this data to the appropriate Security authority where it will be processed exclusively for the purpose of a check against the UK’s immigration and nationality records. The Security authority will protect the information, which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

Passes are to be returned to the issuing office for destruction on the following occasions:

- When the holder leaves the FI, or on termination of employment.
- When the holder ceases to have access privileges.
- When personal details or the appearance of the holder has changed significantly.

Upon completion and submission of this BPSS form there is now no requirement to submit a second form for renewal of your Social Pass.

PART A – APPLICANT DETAILS

1. Contact Details.

(If your name has changed, you must provide proof, e.g. marriage certificate, dees poll document etc)

Company Name:		Company Address:	
			Post Code:
Current Home Address:		Daytime Contact Telephone Numbers:	Work: Home: Mobile:
	Post Code:		
Surname:		Surname at Birth:	
Forename:		Date of Birth:	

2. Address History.

(Please provide addresses covering the last 5 years)

Addresses	From		To	
	Month	Year	Month	Year

3. Family Background.

(Please provide details of family background below. Use N/A if not applicable and N/K if information is not known)

	Spouse/Partner	Father	Stepfather	Mother	Stepmother
Country of Birth:					
Nationality at Birth:					
Present nationality (if different):					

4. Declaration. I undertake to notify any material changes in the information I have given above to the Security Manager concerned:

Signature:		Date:	
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PART B – NATIONALITY & IMMIGRATION STATUS

Town of Birth:		Country of Birth:	
Nationality at Birth:		Present nationality (if different):	
Dual Nationality (if any):		National Insurance number:	
Have you held any other nationality/citizenship? If YES, please specify:	Yes/No	Are you lawfully a resident in the UK?	Yes/No
Are there any restrictions on your continued freedom to take employment in the UK? If YES, please specify:	Yes/No	Are there any restrictions on your continued residence in the UK? If YES, please specify:	Yes/No
Are you subject to immigration control? If YES, please specify:	Yes/No	If applicable, please state Home Office/Port reference number:	

Declaration: I undertake to notify any material changes in the information I have given above to the HR or Security branch concerned. By signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns, about any of the questions or what we will do with the information you provide, please contact the person who issued this form for further information.

Signature:		Date:	
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Security Staff Declaration (To be Completed by the Sponsor)

I certify that, in accordance with the requirements of the Baseline Personnel Security Standard:

- I have satisfactorily established the Nationality and Immigration Status of the above applicant/employee.
- I have obtained the references and information given and these references satisfy the requirements.
- I have satisfactorily established the identity of the above applicant/employee.

Name:		Position:	
Signature:		Date:	

PART C – REFERENCES

Reference 1 – To be completed by Employer / Line Manager

<p>1. How long did the applicant work for you and in what capacity?</p> <p>From (mm/yyyy): _____ To (mm/yyyy): _____</p> <p>Appointment/post: _____</p>			
<p>2. Are you related to the applicant? <i>(If Yes, please state your relationship. You should not be closely related)</i></p>			
<p>3. Over what period have you known the applicant? <i>(Minimum of 3-years acquaintance)</i></p> <p>From (mm/yyyy): _____ To (mm/yyyy): _____</p>			
<p>4. Please state the nature and depth of your acquaintance:</p>			
<p>5. Do you believe the subject to be strictly honest, conscientious and discreet?</p>			
<p>6. Do you know of any factors concerning the subject that might cause their fitness for employment on sensitive work to be questioned? If so, please provide details. <i>(Among the factors, which are relevant, are significant financial difficulties, abuse of alcohol or drugs, an extravagant mode of living or signs of mental or physical illness that may impair judgement or reliability).</i></p>			
<p>Declaration of Reference: The above answers are correct to the best of my knowledge and belief.</p>			
Surname:		Forenames:	
Work Address:		Daytime Contact Telephone:	(Work)
	Post Code:		(Mobile)
Position within company:		Company stamp:	
Signature:		Date:	

Reference 3 – To be completed by Personal Friend

1. Are you related to the subject? <i>(If Yes, please state your relationship. You should not be closely related)</i>			
3. Over what period have you known the applicant? <i>(Minimum of 3-years acquaintance)</i> From (mm/yyyy): _____ To (mm/yyyy): _____			
4. Please state the nature and depth of your association with the subject, including regularity of any contact:			
5. Do you believe the subject to be strictly honest, conscientious and discreet?			
6. Do you know of any factors concerning the subject that might cause their fitness for employment on sensitive work to be questioned? If so, please provide details. <i>(Among the factors, which are relevant, are significant financial difficulties, abuse of alcohol or drugs, an extravagant mode of living or signs of mental or physical illness that may impair judgement or reliability).</i>			
Declaration of Reference: The above answers are correct to the best of my knowledge and belief.			
Surname:		Forenames:	
Work Address:	Post Code:	Daytime Contact Telephone:	(Work / Home) (Mobile)
Position within company:		Company stamp:	
Signature:		Date:	

OFFICIAL SENSITIVE – PERSONAL (when complete)

4. **Declaration:** I declare that the information I have given is true and complete to the best of my knowledge and belief. I understand that any false information, or omission in the information I have given, may disqualify me for employment in connection with Government contracts. I further understand that this form may be submitted for checking against records in accordance with the requirements of the BPSS for access to government assets.

Signed		Date:	
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Important: Data Protection Act (1998). This form asks you to supply "personal" data as defined by the Data Protection Act 1998. You will be supplying this data to the appropriate Security authority where it will be processed exclusively for the purpose of a check against the UK's immigration and nationality records. The Security authority will protect the information, which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

PART E – P&P (OFFICIAL USE ONLY)

BPSS Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>	NSV 001 Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Clearance held (if any):	BPSS / SC / DV	Expiry	
Passport photocopy taken		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Work permit photocopy taken		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Criminal Records Check completed		Yes <input type="checkbox"/> No <input type="checkbox"/>	
MOD F134 Official Secrets Act signed		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Local BPSS Issued	Yes <input type="checkbox"/> No <input type="checkbox"/>	SC Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed			
Name			
Rank			
Remarks			
Pass Number			



OFFICIAL SECRETS ACTS AND CONFIDENTIALITY DECLARATION

(to be signed on appointment to, or on behalf of, the Ministry of Defence (including service in the Armed Forces) - Crown service; or, when otherwise in receipt of official information).

Introduction

The Official Secrets Acts (1911 - 1989) provide for the protection of official information* (whether protectively marked (classified) or not) which may be entrusted to you by the Ministry of Defence. You are subject to these Acts at all times both while in Crown service and after termination of such service. You are liable to prosecution and imprisonment if found to be in breach of the Acts.

You are further advised that under civil law you also have a Duty of Confidentiality to the Ministry of Defence and are bound by Crown copyright where it relates to official information.

Where applicable, you are subject to the confidentiality and disclosure provisions of either the MOD Personnel Manual (for Civil Servants) or Queen's Regulations (for Service personnel). A breach of which can be a disciplinary offence.

This form draws your attention to your obligations which are lifelong.

*Official Information can be (example only): oral, written (including documents or notes), electronic, mechanical, sketches, plans, models, books, pamphlets, articles, journals, log books, speeches, lectures, instructional material and photographs. It does not have to be protectively marked (classified) to be covered by this obligation/declaration.

Full Name (Block capitals)

Obligations

I am aware of the Official Secrets Acts, that I am subject to them and that there are serious consequences if I am found to be in breach of them.

I understand that I have a Duty of Confidentiality to the Ministry of Defence and that I may be in breach of that duty and of Crown copyright if I disclose any official information without prior permission of the Ministry of Defence (the lawful authority).

I understand that where I gain access to or am entrusted with official information, in whatever form and by whatever means, it is my duty to protect that information.

I understand that I cannot retain official information, documents or other material, other than for the purpose of official duty. Any such items will be surrendered either on completion of my appointment or at the end of Crown service unless I have lawful authority to retain that information.

Any official information gained by me which may be subject to the Official Secrets Acts, my Duty of Confidentiality or Crown copyright, will not be disclosed to a third party without prior permission of the Ministry of Defence *(the lawful authority). This includes commenting on other official information that may require protection.

Declaration

I have read MOD Form 134. I am fully aware of my obligations under the Official Secrets Acts, Duty of Confidentiality, Crown copyright and (where applicable) the MOD Personnel Manual or Queen's Regulations. I understand that I am liable to serious consequences, which may include prosecution and imprisonment, if I am found to be in breach of these obligations. I understand that it applies to me at all times during and after completion of Crown service.

Signed Date

Surname Forename(s)
(BLOCK letters)

Rank/Grade Service/Staff Number
(if applicable)

*Proposed publication etc should be directed to, or advice obtained from, the Pass Secretary and Chief of Information, Defence Information Division, Ministry of Defence.

