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## Instructions for completion of Information Form 1

Complete the form electronically, alternatively by hand using easily legible capital letters. Please read and follow these instructions carefully to ensure that you complete the form fully and accurately. The signatures under box 15 must be provided by hand as digital signatures are not accepted.

### **Boxes 1 through 8 - Biographical information**

Please complete as requested. Remember to state any and all previous names under boxes 1 and 8.

### **Box 9 – Additional documentation**

If you choose to submit supporting documents to the DDIS, please do so separately in a sealed envelope. The number of documents must be indicated under box 9.

### **Box 10 – Declaration of consent**

You and any spouse, registered partner or cohabitant must consent to the described procurement and passing on of personal information. Consent is given by personal signature under box 12.

### **Box 11 – Declaration of confidentiality**

You must make a declaration of confidentiality. The declaration is made by personal signature under box 12.

### **Box 12 – Signatures**

Signatures must be personal and in writing. Digital signatures are not accepted.

### **Box 13 – Submitting the form**

Hand in your application form to the head of security/security officer at your military unit or private place of work for their endorsement. If your company does not have an in-house security clearance procedure, the authority with which it contracts endorses and submits the form.

The endorsement must contain the assessment by the submitting authority/company of whether you, as an applicant, meet the requirements concerning undisputed loyalty, behaviour and character – including habits, connections and discretion – consistent with eligibility to handle classified information with unquestionable reliability.

The completed form must be submitted to:

Danish Defence Intelligence Service  
Att: Sikkerhedsgodkendelsessektionen  
Kastellet 30  
DK - 2100 Copenhagen  
Denmark