
Instructions for completion of Information Form 2

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 – Periods of time spent abroad

List all periods of time spent abroad (apart from short holidays).

For periods of six months or more in the past five years the complete postal addresses of the place(s) of work and/or residence(s) must be stated.

Box 10 – Employment and educational activities

List all employment and educational activities, etc. beginning with the present and working back five years. The entire period must be accounted for without breaks. Periods of non-employment, maternity leave, etc. must also be included. Also enter the relevant calendar periods and company names, addresses, and e-mail addresses, as well as names and telephone numbers of any immediate superiors.

If you know that previous places of employment, etc. no longer exist or have merged with other companies, this should also be stated.

If information under box 10 is replaced by a resume (CV), this must contain the exact same information as stated above.

Box 11 – Financial circumstances

Submit a copy of your latest annual tax return, including the amount of any registered debt. Similar documentation must be submitted for any spouse, registered partner or cohabitant.

Box 12 – 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 12.

Box 13 – 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 15.

Box 14 – Declaration of confidentiality

You must make a declaration of confidentiality. The declaration is made by personal signature under box 15.

Box 15 – Signatures

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

Box 16 – 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