

**ADDITIONAL INFORMATION KCD**

Name + First Name: **	
Company name + address + Tel. number: **	
Company contact: **	
Department of employment KCD: **	
KCD contact: **	
Period of employment (from – to): **	

	YES	NO
Work in controlled zone? **		
Work in technical installation? **		
Work in site? **		

<b>Description assignment: **</b>

**\*\* All fields are mandatory and must be completed.**

**To fill in on the following pages:**

- Page 3 → number 1, identity of the person concerned
- Page 7 → number 5, Informed on (date, full name and signature of the person concerned)
- Page 8, 9 & 10 → sworn declaration



**Form that must be completed when applying for security clearance**

**WARNING**

(to be completed in duplicate, whereby one copy is intended for the person concerned and the other copy is intended for the authority responsible for issuing the security clearance or notice, as confirmation of receipt).

This application for a check is addressed to:  
The Director-General of the  
Federal Agency for Nuclear Control  
Security and Transport Department  
FAO the Nuclear Security Service  
rue Ravenstein 36  
B-1000 Brussels  
Fax: +32 (0)2 289 20 42

Articles 22a to 22e of the Law of 11 December 1998 on classification and security clearances, certificates and notices/assessments.

The person named in section 1 is warned by the authority or the person referred to in section 2 that, for the reasons set out in section 3, that person must submit to a security check.

The details of the security check are set out in the attached explanatory notice.

**1. IDENTITY OF THE PERSON CONCERNED**

(National number: if known)

Family name: ..... Nationality: .....

Forenames: ..... National number: .....

Place of birth: .....

Date of birth: ..... / ..... / .....

Position or profession: .....

Full address: .....

**2. SOURCE OF THE REQUEST FOR A SECURITY CHECK**

(tick as applicable and give the name and address of the applicant)

(A) Authority with the power to require security clearance (Art. 22a(1) and (2) of the Law)

.....  
.....

(B) Organiser of an event or party responsible for rooms, buildings or sites (Art. 22b(2) of the Law)

.....  
.....

(C) Administrative authority requesting the security notice (Art. 22d of the Law)

.....

(D) The security officer responsible (Art. 8a and 22b(2) of the Law) (nuclear sector).

**3. REASON FOR THE REQUEST FOR A SECURITY CHECK**

(tick as applicable and give further details in the relevant box)

- (A) Temporary access to locations, buildings or sites housing classified parts (Art. 22a(1) of the Law) – indicate dates and locations below.
- (B) Access to the premises, buildings and sites restricted for reasons of public order and safety for a limited period of time or specific event (Art. 22a(2) of the Law) – indicate dates, location and nature of the event below.
- (C) Security notice prior to issuing the authorisation to exercise a profession or position or perform an assignment or mandate or to have access to the premises, buildings or sites, to granting a permit or to making an appointment (Art. 22d of the Law) – indicate date of the request for a security notice and the nature, legal or regulatory basis and validity period of the administrative decision below.
- (D) Security clearances pursuant to Article 8a of the Law of December 11, 1998 on classification and security clearances, certificates and notices/assessments.

Reference to the Royal Decree of October 17, 2011 on security clearances for the nuclear sector and regulating access to security areas, nuclear material or nuclear documents in certain specific circumstances 1.	Brief summary of the case	Specific requirements
Art. 2	Candidate for long-term employment; traineeships or long-term programmes or training	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear material, the nuclear areas and the nuclear documents to which the person concerned must have access</li> <li>- Start date of the work or implementation of the traineeship contract or training contract</li> <li>- End date of the temporary or temping-agency employment, the traineeship contract or the training contract</li> <li>- Subject of the employment, traineeship or training programme</li> </ul>
Art. 3	Reappointed employee	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear material, the nuclear areas and the nuclear documents to which the person concerned must have access</li> <li>- Date of commencement of employment following the new appointment</li> <li>- Subject of the new appointment</li> </ul>
Art. 4	Temporary or temping-agency employee, traineeship or training programme for less than 12 months ("CONFIDENTIAL	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear material, the nuclear areas and the nuclear documents to which the person concerned must have access</li> </ul>

	NUC") or for less than 15 months ("SECRET NUC")	<ul style="list-style-type: none"> <li>- Start and end dates of the temporary or temping-agency employment, the traineeship contract or the training contract</li> <li>- Subject of the temporary or temping-agency employment, the traineeship contract or the training contract</li> </ul>
Art. 5(2a)	Person performing work or services – regular access for a period of less than 12 months ("CONFIDENTIAL NUC") or 15 months ("SECRET NUC")	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear material, the nuclear areas and the nuclear documents to which the person concerned must have access</li> <li>- Nature of the agreed work</li> <li>- Dates on which the work starts and on which it should end</li> </ul>
Art. 5(2b)	Person performing work or services – regular access for a period of 12 months or more ("CONFIDENTIAL NUC") or 15 months or more ("SECRET NUC")	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear material, the nuclear areas and the nuclear documents to which the person concerned must have access</li> <li>- Nature of the agreed work</li> <li>- Dates on which the work starts and on which it should end</li> </ul>
Art. 5(2c)	Person performing work or services – occasional access for less than six hours	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear material, the nuclear areas and the nuclear documents to which the person concerned must have access</li> <li>- Nature of the agreed work</li> <li>- Date and time of the requested access</li> </ul>
Art. 7	Visitor	<ul style="list-style-type: none"> <li>- Security area(s) involved, with an indication of their security level</li> <li>- Date of the visit</li> <li>- Nature of the visit (individual or group visit)</li> <li>- Purpose of the visit</li> </ul>
Art. 15	Candidate for long-term employment; long-term traineeships or training programmes (access to nuclear documents stored or processed outside a nuclear facility or nuclear transport company)	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear documents to which the person concerned must have access</li> <li>- Start date of the work or implementation of the traineeship contract or training contract</li> <li>- End date of the temporary or temping-agency employment, the traineeship contract or the training contract</li> <li>- Subject of the employment, traineeship or training programme</li> </ul>
Art. 16	Reappointed employee (access to nuclear documents stored or processed outside a nuclear facility or nuclear transport company)	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear documents to which the person concerned must have access</li> <li>- Date of commencement of employment following the new appointment</li> </ul>

		- Subject of the new appointment
Art. 17	Temporary or temping-agency employee, traineeship or training programme for less than 12 months ("CONFIDENTIAL NUC") or for less than 15 months ("SECRET-NUC") (access to nuclear documents stored or processed outside a nuclear facility or nuclear transport company)	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear documents to which the person concerned must have access</li> <li>- Start and end dates of the temporary or temping-agency employment, the traineeship contract or the training contract</li> <li>Subject of the temporary or temping-agency employment, the traineeship contract or the training contract</li> </ul>
Art. 18(2a)	Person performing work or services – regular access for a period of less than 12 months ("CONFIDENTIAL NUC") or 15 months ("SECRET NUC") (access to nuclear documents stored or processed outside a nuclear facility or nuclear transport company)	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear documents to which the person concerned must have access</li> <li>- Nature of the agreed work</li> <li>- Dates on which the work starts and on which it should end</li> </ul>
Art. 18(2b)	Person performing work or services – regular access for a period of 12 months or more ("CONFIDENTIAL NUC") or 15 months or more ("SECRET NUC") (access to nuclear documents stored or processed outside a nuclear facility or nuclear transport company)	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear documents to which the person concerned must have access</li> <li>- Nature of the agreed work</li> <li>- Dates on which the work starts and on which it should end</li> </ul>
Art. 18(2c)	Person performing work or services – occasional access for less than six hours (access to nuclear documents stored or processed outside a nuclear facility or nuclear transport company)	<ul style="list-style-type: none"> <li>- Nature and security level of the nuclear documents to which the person concerned must have access</li> <li>- Nature of the agreed work</li> <li>- Date and time of the requested access</li> </ul>

**4. REFUSAL OF SECURITY CHECK**

Any person who does not wish to be the subject of a security check may make that clear at any time by striking through this document in accordance with Article 30a of the Royal Decree of 20 March 2000 and returning it by registered mail to the source of the request for a security check (section 2).

Where the security clearance or notice is required for access, an access permit, a permit, nomination or designation, explicit refusal to submit to the check debars the person from such access, access permit, nomination or designation.

**5. PERIOD ALLOWED FOR APPEAL**

Where you are not notified of the granting or refusal of security clearance (A), (B) or (D) by ..... at the latest, the appeal period allowed for appeal begins on the day following that date (see explanation overleaf).

<p>Name: <i>Johan Wouters</i> Level or position: <i>Security Officer KCD</i> Date: Signature:</p>
---

Informed on: ..... (date)

(Full name and signature of the person concerned)

---

**Form that should be used as a Sworn Declaration**

**SWORN DECLARATION**

The Royal Decree of October 17, 2011 on security clearances for the nuclear sector and regulating access to safety areas, nuclear material or nuclear documents in certain specific circumstances stipulates, as a general rule, that a security clearance or access permit cannot, in principle, be renewed within a period of three years commencing on the day after that on which it expired.

In verification thereof, a Sworn Declaration must be appended to the application for a security clearance (Articles 4, 5, 17, 18) or access permit (Articles 12 and 13), the aim being to establish that no security clearance or access permit has been issued to the person concerned over this preceding three-year period.

The document below should preferably be used for this Sworn Declaration. This document should be completed in duplicate, with one copy going to the person concerned and the other to the Director-General of the Federal Agency for Nuclear Control, the authority responsible for issuing the security clearance or access permit.

On the second page of this form, the person concerned can list the employers, institutions, companies or entities at which he/she has carried out work, services, traineeships or training in the past three years.

To enable a verification to be made of whether the person concerned has completed training or carried out professional activities in nuclear facilities or nuclear transport companies, the person concerned should also indicate whether he/she has, in the past, worn a dosimeter as part of his/her training, traineeship or occupational activity.

I the undersigned,  
.....(full name)  
.....(National number)

resident at,  
.....(street and house number)  
.....(postcode and municipality)

applying for a security clearance / an access permit **on the grounds of:**  
.....  
.....

hereby make a sworn declaration that in the past three years I have not received security clearance or an access permit for the nuclear sector.

(Write the words: "Certified true and sincere"):

Done in duplicate at .....(place)  
On .....(date)

(signature)  
.....  
(full name of the person concerned written in capital letters).



**Employers, institutions, companies or entities where the person concerned has completed work, services, traineeships or training programmes in the past three years:**

- Period: from ..... /..... /20..... to ..... /..... /20.....

Name and address of the employer, institution, company or entity:

.....  
.....  
.....  
.....

Use of personal dosimeter:

.....  
.....

- Period: from ..... /..... /20..... to ..... /..... /20.....

Name and address of the employer, institution, company or entity:

.....  
.....  
.....  
.....

Use of personal dosimeter:

.....  
.....

- Period: from ..... /..... /20..... to ..... /..... /20.....

Name and address of the employer, institution, company or entity:

.....  
.....  
.....  
.....

Use of personal dosimeter:

.....  
.....

- Period: from ..... /..... /20..... to ..... /..... /20.....

Name and address of the employer, institution, company or entity:

.....  
.....  
.....  
.....

Use of personal dosimeter:

.....  
.....

- Period: from ..... /..... /20..... to ..... /..... /20.....

Name and address of the employer, institution, company or entity:

.....  
.....

.....  
.....

Use of personal dosimeter:

.....  
.....

Have you ever been required to wear a dosimeter in the course of your training or traineeships that you have undertaken or of your past professional activities?

Yes / No

Please indicate the dates (approximate if necessary), if not included in the above list.

.....  
.....

If there is insufficient room on this page, the above list should be continued on (an) additional sheet(s).