

FORM 28E

GUARDROOM STAMP



Initial Application

Vetting Renewal

SECURITY QUESTIONNAIRE

APPLICATION FOR SECURITY VETTING OF VETERANS

**PART 1 - CONSENT TO SECURITY CHECKS**

**DECLARATION OF CONSENT TO A SIMPLE SECURITY CHECK**

**Purpose of the Security Check**

To safeguard the security interests of the British Forces in Germany, all persons requiring unescorted access to Sennelager Garrison organisations and facilities are subject to a security check in Germany. All security checks are carried out in conjunction with the Federal Office for the Protection of the Constitution (Bundesamt für Verfassungsschutz) in accordance with Sections 8 and 33 of the Security Clearance Check Act (Sicherheitsüberprüfungsgesetz) and are essential to the security interests of the United Kingdom. The only data gathered and processed for security checks is that supplied in the security questionnaire and by the Federal Office for the Protection of the Constitution. Section 2 (1) of the Security Clearance Check Act requires consent to be obtained from the persons concerned before carrying out a security check.

**Use of Data Obtained During the Security Check**

A security check is required as a condition for access to organisations, facilities and activities of Sennelager Garrison. Security check results are used by command security officials in evaluating the applicant's reliability for access to Sennelager Garrison organisations and facilities.

Data is used exclusively for the purpose of conducting security checks.

**Retention of Security Check Data**

Data gathered in connection with security checks is processed in Germany and is not shared with other British agencies or third parties. Security check results are provided only to the head of command or security officials of the command in charge of the unit or agency to which the applicant is seeking access.

Your completed security questionnaire and the results of the security check will be kept on file at the Vetting Section, G2 Branch, Germany Enabling Office (GEO) for the duration of your Installation Access Pass for Veterans. If you are not suitable for access/entitlement as a Veteran, your completed security questionnaire and security check results will be kept on the file for two years in case you submit another application and it ensures that you are not granted access to organisations or facilities in the meantime. After that time, your file will be destroyed and any electronic data will be erased. If your status

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as a Veteran ends (whether terminated by you or the GEO Authorities), your file will be retained for one year and then destroyed, after which only your name and address will be kept on file.

Data of all other persons is kept on file for a maximum of three years. Should these persons still require unescorted access to Sennelager Garrison organisations and facilities after this time, their data will be retained for another three years.

**Legal Compliance, Right to Information and Appeal**

Security checks are carried out in compliance with the principles of the rule of law.

Upon request made to the GEO, persons who have undergone a security check are to be given information about their personal data, which is held on file in connection with the security check.

The Germany Enabling Office must correct any inaccurate personal data as requested by the Federal Office for the Protection of the Constitution or the person concerned. If the request is justified, the data will be corrected without delay, both in the security file at the Vetting Section, G2 Branch, Germany Enabling Office and at the Federal Office for the Protection of the Constitution. Affected persons should direct their requests for correction to the office indicated in the security questionnaire.

If you have any questions regarding the security check, please contact the designated British contact person at the Garrison Pass Issue Office.

**Declaration of Consent**

I hereby declare that I have read and understood the above policy, and that I consent to undergo a security check. I agree to allow my completed security questionnaire to be sent to the Federal Office for the Protection of the Constitution with a security check in accordance with Section 33 of the Security Clearance Check Act.

I understand that without my declaration of consent, this security check cannot be carried out and my application for the Veterans Installation Access Pass and for subsequent access to organisations, facilities and activities of Sennelager Garrison will not proceed.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Consent of Spouse/Registered Partner/Co-habitant**

I hereby declare that I have read and understood the above policy, and that my personal information has been provided with my consent.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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All questions must be answered to the best of your knowledge. Dashes or words like “not applicable” are not to be used. The questions are to be answered in **BLOCK LETTERS USING A BLACK PEN OR TYPEWRITTEN**. Answers may be continued on separate pages if necessary. For data processing reasons forms completed in a different way will not be accepted.

**PART 2**

To be completed by Veteran.

<b>1. Surname</b>	<b>2. Former Surnames</b> (maiden name for females)	<b>3. Forenames</b>

<b>4. Title (delete whichever is inapplicable)</b>	<b>5. Date of Birth</b>	<b>6. Place of Birth, County (and Country if born abroad) Bundesland Town:</b>
MR / MRS / MISS		PLZ

<b>7. Give details of any military service including personal number and rank on discharge:</b>				
<b>Number and Rank</b>	<b>Date of Commencement</b>	<b>Branch of the Forces or Organisation &amp; Regt</b>	<b>Reason for Discharge</b>	<b>Date of Discharge</b>

8. Do you currently hold Security Clearance as a Locally Employed Civilian, Contractor, Trader or Social Visitor<sup>1</sup>:

Yes  (If 'Yes' then please provide a copy of your pass (only if issued))

No

Yes/No  Copy of pass Enclosed

<sup>1</sup> All personnel who are in possession of a valid pass will be 'fastracked' through the process vetting process and will not be expected to complete Part 2, para 14 (Police Clearance Certificate (Polizeiführungszeugnis). All other areas must be completed.

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<p><b>9. Nationality</b></p> <p>a. Current _____</p> <p>b. Previous _____</p>
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<p><b>10. Current Address (to include PLZ)</b> Bundesland Town:</p>	<p><b>11. Single, Married, Separated, Divorced or Partner (civil union or partnership):</b></p>
<p>PLZ</p>	

12. Is there a criminal investigation, criminal proceeding or disciplinary proceedings pending against you and if so give brief particulars? (See Note 1 Page C2-6).

Yes

No

13. Do you know of any circumstances which may be of importance in the context of the security check? (See Note 1 Page C2-6).

Yes

No

14. I attach my Police Clearance Certificate (Polizeiführungszeugnis) in support of the above statement  
(Not required if answered 'Yes' to para 8 with a copy of pass if issued)

**NOTE (1)** Applicants may elect to place the details in a sealed envelope and attach it securely to this form.

If you have ticked YES to questions 12 or 13, please give full details including dates in the box below:

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**15. List your addresses over the last 5 years stating MONTH and YEAR in date order. If there are further addresses in the last 5 years please attach continuation sheet.**

Place, Federal State, Country and postcode PLZ	Street	No of House	From (mm/yy)	To (mm/yy)

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**16. Information on the following members of your family if they live in the same house (to include details of adoptive or step parents).**

	Father	Mother	Spouse/Partner in a marriage type relationship
Surname			
Former Surname(s)			
Forename(s)			
Date of Birth			
Place of Birth			
Current Address			
Nationality a. Current b. Previously			

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**PART 3**

**1. Declaration of Applicant (Veteran)**

a. I, \_\_\_\_\_ (Print Name) declare that I have read and understood the statement of Germany Enabling Office policy on security vetting on PART 1. I agree to this form being submitted for checking exclusively by the Bundesamt für Verfassungsschutz in accordance with German law and I am aware that data about me will be kept for the duration of my Veterans Installation Access Pass and will be stored.

b. I declare that the information I have given above is true and complete to the best of my knowledge.

c. I undertake to notify the relevant GEO Authorities of any material changes in the information I have given.

d. I understand that details are voluntary, but if refused, access/entitlement can be denied. The same applies if information relating to security is known. I understand that any false statement or omission in the information given above may also disqualify me from being issued with the Veterans Installation Access Pass and subsequent access to Sennelager Garrison facilities.

2. I have attached a copy of my Certificate of Service: Yes  No

3. I have attached a copy of my Service Conduct: Yes  No   
(Not required if you left the Service after 2007)

4. I have attached a copy of my AFB 108 (Red Book): Yes  No

5. Please provide an explanation why any of the above have not be provided in the box below (this information should assist the vetting team in processing your application in an efficient and expedient manner)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART 4**

For Veterans this will be completed by the Pass Issue Office.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Appointment: \_\_\_\_\_ Unit & Telephone Contact Details: \_\_\_\_\_

**As a Veteran of HM Forces limited access is granted to installations in Sennelager Garrison.**

**Valid identity document has been produced, verified and a copy is enclosed.**

Yes

No