

Full Name:	
Civil Service Staff No:	
New Joiner:	YES/NO
Membership Renewal:	YES/NO

APPLICATION FOR BASELINE PERSONNEL SECURITY STANDARD

The information required within this document is in accordance with HM Government guidelines and the Defence Vetting Agency Regulations

Notes for completion

The Baseline Personnel Security Standard (BPSS) is not in itself a security clearance but it does underpin the whole security vetting process. It is a package of pre-employment/social checks designed to give uncontrolled access to, or knowledge or custody of, Government assets to persons who in the course of their employment /social /gym membership have a need to know. The BPSS forms part of the MOD's system of protection against risks from terrorism, espionage and crime by providing assurance about the identity and integrity of individuals who have access to MOD assets and Establishments. The BPSS document must be screened by Security Staff prior to access or knowledge of MOD assets in the course of their employment/social/gym subscriptions.

A Basic Disclosure Scotland Certificate is needed if you are joining any HMS Caledonia social/gym clubs. The cost of this will be paid for by the applicant. Personnel who have security clearance from the Defence Vetting Agency do not need this certificate.

Proof of identity must be established by means of one piece of photographic evidence and another to confirm permanent address. If you already have clearance from the Defence Vetting Agency you do not need to provide this.

Security Staff must retain certified legible copies and complete Part 2 Verification Record (which will be retained with this BPSS).

WHEN RENEWING YOUR MEMBERSHIP REAPPLY IN THE MONTH THAT YOUR PASS EXPIRES. NO ADDED TIME CAN BE GIVEN.

**IMPORTANT
CHECK LIST FOR APPLICATION**

PHOTOGRAPHIC EVIDENCE []
 PROOF OF PERMANENT ADDRESS []
 BASIC DISCLOSURE SCOTLAND []

PLEASE NOTE WITHOUT ABOVE DOCUMENTATION YOUR APPLICATION WILL NOT BE PROCESSED AND MAY RESULT IN A DELAY IN YOUR PASS BEING ISSUED

CATEGORY DETAILS/REASON FOR APPLICATION

If your application is for a Club Pass, to which Club are you associated

Family passes: a separate application is required by all applicants over 18.

Children under the age of 18 do not require a photographic pass but must be escorted by a parent/guardian with a HMS Caledonia ID pass.

SERVICE FAMILY (Spouse and children under 18) COST £25		EX SERVICE SINGLE COST £40	
MOD EMPLOYED CIVILIAN/ *AFFILIATED POLICE (A Caledonia Photographic Pass is needed as proof of entitlement) COST £40		EX SERVICE FAMILY (Spouse and children under 18) COST £65	
MOD CIVILIAN FAMILY (Spouse and children under 18) COST £65		BVT COST £140	
BABCOCK MARINE/ARAMARK COST £90		ADULT (ESCORT ONLY) (Civilian Clubs) £5	

Part 1**1. APPLICANT DETAILS**

TITLE	
SURNAME	
FORENAME	
DOB	
PLACE OF WORK & EXT NUMBER *MoD/Babcock/ESS/Affiliated Home Office Police Officer only	*A PHOTOCOPY OF YOUR SECURITY ID PASS IS NEEDED AS PROOF OF EMPLOYMENT/ENTITLEMENT
HOME TEL NUMBER	
HOME ADDRESS & POST CODE	

1b. CHILDRENS DETAILS under 18 (Family Membership/Club Membership Only)

SURNAME	FORENAME

2. EX SERVICE DETAILS

OFFICER NO EX SERVICE ONLY	
DISCHARGE PAPERS SIGHTED PT Staff Signature	
PT Staff Name	

3. PAYMENT DETAILS

AMOUNT PAID	
CHEQUE/CASH Cheques to be made payable to: CAF. HMS NEPTUNE	
DATE OF PAYMENT	
SIGNATURE OF PT STAFF RECEIVING PAYMENT	

LOSS OF PASS

If the individual loses their ID card they will be charged **£5** for the reissue of their ID.

4. SPONSOR'S GUIDANCE

All applicants are required to provide details of their sponsor who must complete and sign the section below.

Eligible sponsors for the various categories are as follows:

SERVICE DEPENDANT	SERVING SPOUSE/PARENT/PARTNER
EX SERVICE SINGLE	CPOPT
SERVICE DEPENDANT JUNIOR U16	SERVING PARENT
EX SERVICE FAMILY	EX SERVICE APPLICANT
MOD EMPLOYED CIVILIAN	LINE MANAGER
MOD CIVILIAN FAMILY	MOD APPLICANT
BABCOCK MARINE	LINE MANAGER
ARAMARK	LINE MANAGER
CLUB PASS	CLUB SECRETARY
PARENT/GUARDIAN CLUB PASS	CLUB SECRETARY
HOME OFFICE POLICE A photocopy of warrant card and recent utility bill must be attached to application.	WENDY YOUNG / DUTY SERGEANT

5. SPONSOR'S DETAILS

RELATIONSHIP TO APPLICANT	
RANK/ RATE/ CIVILIAN GRADE	
SURNAME	
FORENAME	
HOME / * WORK ADDRESS *(MOD/ Babcock/Contractor /Home Office Police	
SIGNATURE	

Part 2.**VERIFICATION RECORD (To be completed by HMS CALEDONIA SECURITY STAFF)****1. Applicant details**

Surname:	
Forenames:	
Full permanent address	Post Code:
Date of Birth:	
Place of birth:	
Nationality:	
Former or dual nationality (with dates if applicable)	

2. Certification of identity/address/character

Document Type:	Serial No:	Date of Issue:
1.		
2.		
3.		

Security Checker Declaration

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

**I have personally examined the documents listed at 2 above and have taken certified true copies.
I have satisfactorily established the identity of the above applicant/employee.**

NAME: WENDY YOUNG	POSITION: SECURITY ADMINISTRATOR
SIGNATURE:	DATE:

Important: Data Protection Act (1998). This form contains "personal" data as defined by the Data Protection Act 1998. It has been supplied to the appropriate Security Authority exclusively for the purpose of the Baseline Personnel Security Standard. The Security Authority must protect the information provided and will ensure that it is not passed to anyone who is not authorised to see it.