



Preparing for my OSA and Security Clearance

To work in ASD all prospective staff must undertake an Organisational Suitability Assessment (OSA) through ASD, and obtain an Australian Government Security Clearance through the Australian Government Security Vetting Agency (AGSVA).

Both the OSA and the clearance process explore personal and sensitive aspects of your life, and require you to provide documents and information.



**These processes can be lengthy,
get ahead by gathering your information and documents early!**

What will I need for my OSA?

As a part of the OSA process, you will be required to complete a Personal History Booklet.

Prepare to complete this by gathering information for the following areas:



Information required:

- Education and employment history
- Details of overseas travel
- Details of overseas contacts
- Legal proceedings
- Traffic infringements
- Health and mental health treatment providers

What will I need for my Security Clearance?

Familiarise yourself with the security clearance process and the type of information and documentation you may be required to provide to AGSVA.

- **Read through the guidance available on the [Resources](#) page of the AGSVA website:**
 - The AGSVA Security Clearance Applicant Guidebook
 - Avoid Unnecessary Delays

- **Locate your Personal Documents**

If you need to order copies of your personal documents or have documents translated get these processes started as early as possible.

Please note, translated document(s) must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

It is important to note that the OSA and security clearance processes are conducted separately. As such, there will be a requirement for you to provide information to both entities.

Security Clearance Checklist

Information that may be required for AGSVA ePack:

- Address history
Full address and dates resided
- Details of partner, parent, siblings, children, cohabitants
(any cohabitants over 18yrs old)
- Employment history
Name of employer, position, dates, address
- Educational history
Name of institution, years attended, qualification received
- Travel overseas
Country, dates and reason for visit
- Overseas relatives/contacts
Full name, relationship, address, employment, frequency of contact
- Financial information
Details of last Tax Return, income, debts and assets
- Passport and Travel Documents
Issuing Country, passport number, type, validity
- Character and professional referees
Including full name, contact details, period known, nature of association. For professional referees' employment details also required
- Social Media accounts
Usernames and email addresses associated with all social media accounts
- Social memberships
Name of club/association, purpose, dates of membership
- Legal proceedings (including traffic infringements)
Type of offence, description, location, outcome/charges
- Security clearance history
Details of clearance i.e. clearance level, sponsor and/or granting department/agency, and grant date

For a full list of Information and Documents required at each security clearance level refer to:

AGSVA's Security Clearance Applicant Guidebook



The guidebook provides a useful overview on the Security Clearance process, and detailed lists of the items required available on the [Resources](#) page of the AGSVA website

Documents that AGSVA may request:

- Identity documents
 - Full Birth Certificate
 - Proof of Australian Citizenship
 - Passport(s)
 - Current Government issued Photo identification
Drivers licence, proof of age card
 - Current Secondary identification
Medicare card or Identity card issued by the Australian Defence Force, credit or bank card
 - Proof of current address
Drivers licence, utility bill, rates notice, bank statement
 - Proof of previous addresses
Drivers licence, utility bill, rates notice, bank statement
 - Proof of current employment
Pay slips, payment summary, statement of service, letter of offer for proposed employment
 - Proof of previous employment
Pay slips, payment summary, statement of service
- Financial documents
 - Statements for the last 3 months
For all bank accounts, including credit cards
 - Most recent Tax Return
 - Notice of Tax Assessment
 - Your last Notice of Assessment

If Applicable

- Marriage Certificate(s)
Issued by the Registrar of Birth, Deaths and Marriages
- Divorce certificate(s)
Decree nisi or decree absolute for all previous Divorces
- Change of name certificate(s)
Legal name change document or deed poll
- Certificate of Service or discharge
- Military service record
For previous service in the Defence Forces of any country



If you have any questions or concerns regarding the information in this document please contact asd.recruitment@defence.gov.au