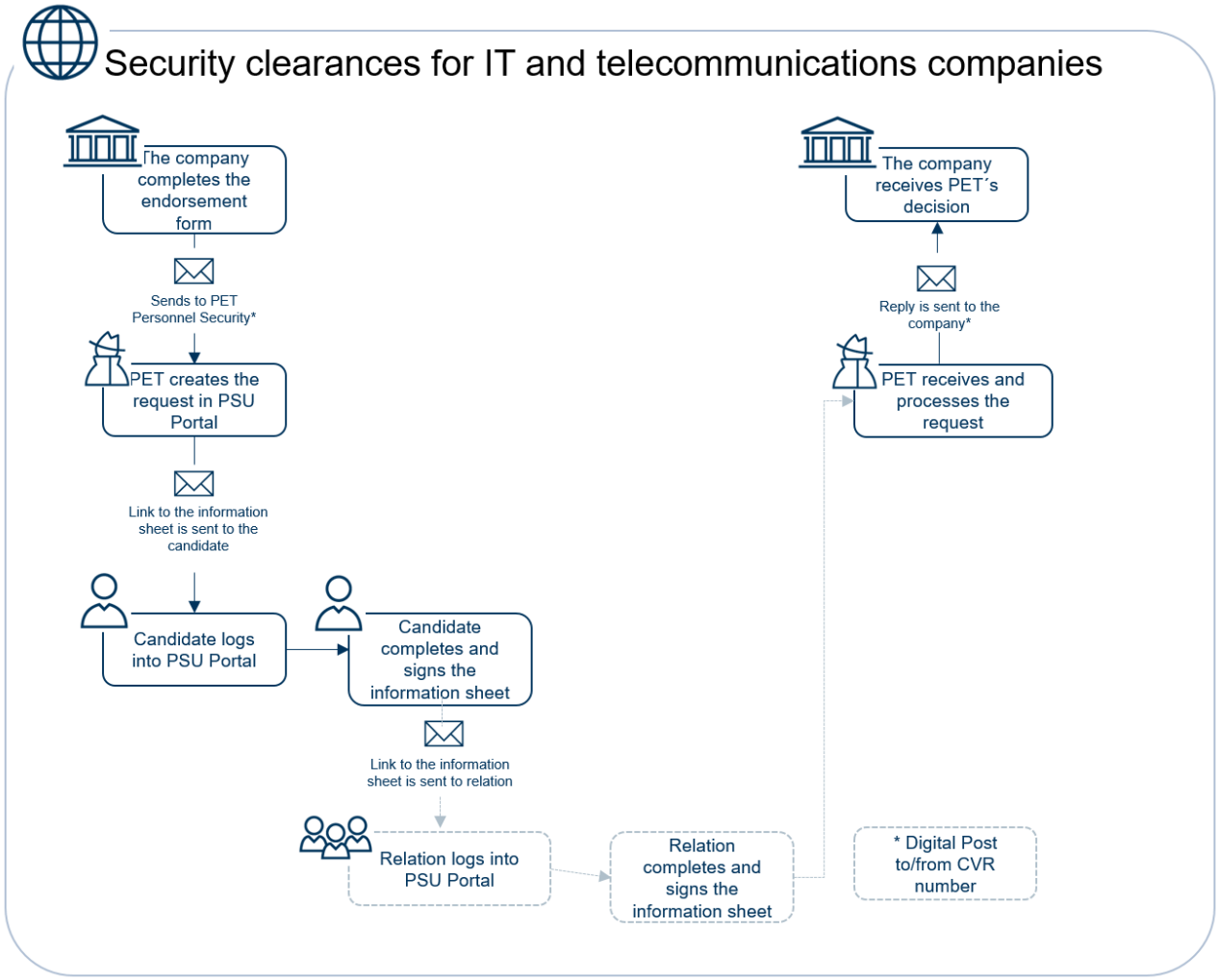
Guide for private entities

Edition 19 March 2025

This guide is for IT and telecommunications companies requiring security clearance directly via the Danish Security and Intelligence Service (PET) for employees who are to carry out work for the Danish police. The company must, at all times, have a security cleared security officer whom PET Personnel Security can contact if needed. The guide does not apply to security clearances for employees who are to carry out work directly for PET.

Process



Requesting a security clearance

To request a security clearance, you as the security officer must forward a security vetting endorsement form via Digital Post to PET Personnel Security (**PET Personsikkerhed**). In the

subject line, please write: **PSIK IT/TELE + name of candidate**. In the body of the email, please state your name, phone number and email address, so that we can contact you if we have any questions.

If you are putting more than one candidate forward for vetting, you can send all the endorsement forms in the same email. In this case, the subject line should only be **PSIK IT/TELE**.

If the candidate is employed by a different company than your own (sub-supplier), use the same endorsement form. In your email, please state clearly what CVR (business registration) number the reply should be sent to (i.e. the CVR number of your company) if different from the CVR number on the endorsement form.

By sending the endorsement form, you attest that the form was completed by the immediate superior or another person with the necessary authority to represent the company. The form has a signature field, which the superior may sign, but it is not mandatory.

If the candidate has no CPR (civil registration) number and no Danish MitID Private, please also state the personal email address of the candidate. Finally, a requested deadline for the vetting may be stated. Do not include other documents than the endorsement form.

The endorsement form can be found here: https://pet.dk/beskyt-din-organisation/psu-portal-PSIK, along with other forms, guides etc.

Completion of information sheet

PET will create the request in the PSU Portal as soon as possible, which launches the vetting process. Once the request is created, a message is forwarded via Digital Post to the candidate with a link to the digital information sheet in the PSU Portal. If the candidate or a relation does not have a CPR number, two-factor authentication is required to log on to the PSU Portal.

If the candidate or a relation has not completed the information sheet within two weeks of receipt, PET will send a reminder with the link and request you to contact the candidate. If the information sheet is not completed within two weeks from then, the request is cancelled, and PET will inform you of the cancellation.

You are expected to be able to assist the candidate in completing the information sheet. Further guidance may be found here: https://pet.dk/beskyt-din-organisation/psu-portal-PSIK.

Security vetting result

After processing your request, PET will decide on security clearance for the candidate and send the reply via Digital Post to the CVR number stated on the endorsement form or in the email if the candidate is employed by a different company. The subject line of the reply will read “Svar på sikkerhedsundersøgelse”.

The reply will be sent to the company that has requested the vetting. It will subsequently be your responsibility to inform any sub-supplier that the candidate has been granted a security clearance. If the candidate is denied a security clearance, PET will first inform the candidate directly and will subsequently inform the company that has requested the vetting.

List of security clearances

PET sends an annual list of all active security clearances and ongoing vetting processes to the company for the purpose of review.

Other matters

You must notify PET of cancellations as well as changes relating to cohabitation (anyone above the age of 18 moving into the home of the candidate) via Digital Post to **PET Personsikkerhed**. In the subject line, please write: PSIK IT/TELE + name of candidate. If the candidate gets a new partner or cohabitant, this person will receive a link via Digital Post.

If a security clearance needs to be renewed, you must notify PET, no later than five months prior to its expiration, that a new request process will be initiated.