

# Guide to completing information sheet

*Edition 11 November 2025*

This is a guide on how to complete the information sheet as part of your vetting process.

Once you have logged in with your MitID or username and password if you do not have a Danish civil registration number, this image will appear:

### The vetting process

You have been put forward for vetting in connection with a new job or new work assignments that involve access to classified information. Prior to this vetting, you are required to submit relevant information.

For any questions in this regard, please contact the authority or company that has requested the vetting.

#### Your current security vettings

Type	Authority	Complete before
CANDIDATE	Rigspolitiet	25-06-2025 >

#### Have a photo ready

You will need a recent passport-type photo of yourself.

#### Remember your stays abroad

Long stays abroad must be listed, stating the exact address and purpose. Do not include holidays.

#### State your occupation

State your occupation, education and periods of unemployment for the past ten years, including relevant contact details.

#### Inform us about your relations

As a candidate, you must state the civil registration number (CPR) and/or contact details of your close relations aged 18 or above.

You will be asked to fill in six sections. Each section carefully describes what to be aware of. Brief explanatory texts to help clarify what is meant under each item can be accessed by clicking the fields with a question mark (?). In the following, these help texts are preceded by the symbol (?) = and **marked with yellow**.

The six sections are as follows:

# 1. Personal data

Upload a photo (this does not apply to your relation):

**Personal data**

As part of the vetting process, we need to obtain some of your personal data.

While some of the data are for use in the actual vetting, other data will allow us to contact you with any clarifying questions.

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**Photo**

Upload a recent passport-type photo.  
You must crop the photo into a passport format, focusing on your face.

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Select photo

If you or your relation does not have a civil registration number (CPR), the front and back of a photo ID must be uploaded, for instance a passport, driving licence or another national photo ID.

**Personal data**

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**Photo**

Upload a recent passport-type photo.  
You must crop the photo into a passport format, focusing on your face.

Your photo ID must be valid and legible when uploaded. Photo ID may include passport or driving licence. If your photo ID has relevant information on both sides, upload a photo of each side.

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Select photo      Upload ID front      Upload ID back

## First name(?) and last name:

### Your names

Information about your names is provided here.

Any former names you may have had must also be listed.

It is important that you list all of your former names, including any middle names that may have been added for any reason, including marriage. In such cases, you must also state your original name.

First name(s) ?	<input type="text"/>	Email	<input type="text"/>
Last name	<input type="text"/>		<input type="button" value="Add more"/>
Civil registration number (CPR)	<input type="text"/>	Phone number	<input type="text"/>
Place of birth ?	<input type="text"/>		<input type="button" value="Add more"/>
Country of birth	<input type="text" value="Denmark"/>		

- First name(s)(?)  
 ? = Any middle names should also be entered here.  
 It is currently not possible to add middle names or correct the spelling of your name. You or your relation should go to "*Comments concerning personal data*" at the bottom of this section and enter any changes there.
- Place of birth(?)  
 (?) = The place of birth stated in your passport.

It is possible to add former names.

First name	<input type="text"/>	Start date	<input type="text" value="dd-mm-åååå"/>
Last name	<input type="text"/>	End date	<input type="text" value="dd-mm-åååå"/>

## Current and former citizenship(s):

### Citizenships

We need information about your citizenship. We therefore ask you to enter your current and any former citizenship(s) here.

If your existing citizenship is the only one you have had, state your date of birth as the starting date and check the box "Current".

Citizenship	Denmark	Start date	dd-mm-åååå
Current	<input type="checkbox"/>	End date	dd-mm-åååå

Add more

## Registered address(es) and place(s) of residence:

### Address details

We need information about where you live. You are therefore required to provide your registered address.

If you are regularly staying at an address that is different from your registered address, you must also provide the address of this place of residence.

A place of residence could be a holiday home where you live for longer periods of time or the residence of a permanent partner with whom you do not share the same registered address.

If you have more than one place of residence, you must list them all.

#### Civil registry address

Address	[Redacted]	City	[Redacted]
Zip code	[Redacted]	Country	Denmark

Add address

## Stays abroad:

“Stays abroad” covers long-term stays in a country other than Denmark for non-recreational purposes. This includes any former home country. If, for example, you were born and raised in Spain and move directly to Denmark, Spain should be added.

### Stays abroad

If you have lived abroad, we need to know the purpose of your stay. Holiday trips should not be listed.

Purpose

Location

Place of residence

Zip code

City

Country

Start date

End date

[Add more](#)

- Location(?)  
(?) = The location is where you worked or studied, etc., for example the name of an organization or educational institution, or you can indicate that it was your place of residence.
- Place of residence(?)  
(?) = Provide your full address, including street name, zip code, region, etc.

## Comments concerning personal data:

### Comments concerning personal data

If you have any remarks concerning the section "Personal data", you can add them here. For example in connection with relocation or divorce. Do not enter questions into this field.

Comment

0/1000

## 2. Items of debt

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Items of debt
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As part of the vetting procedure, we need to know your financial situation.

- **Public debt and claims:** including student loans, fines, court fees, maintenance and alimony, etc.
- **Private debt:** including money loans from family, friends or other private individuals, for example demand loans.

If you owe money to multiple individuals, state the total amount.

If you have failed to meet payment obligations, list the amount as defaulted debt.

State the total amount in Danish kroner (DKK). If your debt is in another currency, an approximate conversion will be accepted.

**Public debt and claims**

Remaining amount

Hereof defaulted debt (?)

**Private debt**

Remaining amount

Hereof defaulted debt (?)

- Public debt and claims include student loans, fines, court fees, etc.
  - **Hereof defaulted debt(?)**  
 (?) = Parts of the debt where you have failed to meet your payment obligations
- Private debt includes debt to banks, finance companies, private individuals, etc.
  - **Hereof defaulted debt(?)**  
 (?) = Parts of the debt where you have failed to meet your payment obligations

PET collects financial data from the Danish tax authorities.

If you or your relation does not have a civil registration number (CPR), you must complete the fields *Mortgage credit institution/bank* and *Other loans*.

<b>Other loans</b>	
Remaining amount	<input type="text"/>
Hereof defaulted debt	<input type="checkbox"/>
<b>Public debt and claims</b>	
Remaining amount	<input type="text"/>
Hereof defaulted debt	<input type="checkbox"/>

- Other loans includes quick loans, text loans, credit cards, etc., without collateral.
  - **Hereof defaulted debt(?)**  
(?) = Parts of the debt where you have failed to meet your payment obligations
  
- Mortgage credit institution/bank includes mortgage loans, car loans, consumer loans, etc., against collateral.
  - **Hereof defaulted debt(?)**  
(?) = Parts of the debt where you have failed to meet your payment obligations

## Credit standing

You must state whether you are registered with a negative credit score by Experian or another credit reporting agency as a bad payer or non-creditworthy.

**Credit standing**

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The terms "non-creditworthy" and "non-payer" cover individuals registered with a negative credit score by Experian or another credit reporting agency.

Are you registered as "non-creditworthy" or "non-payer"?

Yes

No

## Comments concerning financial situation

Comments concerning financial situation

If you have any remarks concerning the section "Items of debt", you can add them here. For example in connection with defaulted debt or inheritance. Do not enter questions into this field.

Comment

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### 3. Occupation and education

Please note that the data concerning your occupation and education should be listed in chronological order and without any time gaps in the 10-year period. Your relations only have to write current employment.

You can enter any sideline occupation or concurrent education, but it is only possible to enter one current occupation. If necessary, ongoing sideline occupation or concurrent education must be entered under "*Comments concerning occupation*" at the bottom of this section.

#### Occupation and education

Here, you must state your occupational and educational activities for the past ten years.

We ask you to provide information relating to work, education, unemployment, self-employment and voluntary work.

Under your current occupation, you can state if we may not contact your current employer.

If you are aware that a former place of employment no longer exists or has merged, this should be noted in the comment field at the bottom.

A work-related contact person must be a manager or other superior. A fellow colleague cannot be used as contact person.

Type of occupation

Add more

Type of occupation	Employed		
Country	Denmark	Job function	
Business registration number (CVR) ?		Start date	dd-mm-åååå
Workplace		End date	dd-mm-åååå
Workplace address		Current	<input type="checkbox"/>
Zip code		Name of contact	
City		Title of contact	
		Email address of contact ?	
		Phone number of contact ?	

[Add more](#)

- CVR(?)  
(?) = All Danish companies have a business registration number (CVR). You can find the CVR number of the company you have been employed with on your salary statement, your tax certificate, the company website or cvr.dk.
- Ideally, the contact person should be your manager or a person in the company who can speak on behalf of the company.
- Email address of contact(?)  
(?) = If possible, please provide a direct email address to the contact person.
- Phone number of contact(?)  
(?) = If possible, please provide a direct phone number.

Type of occupation	Employed		
Country	Latvia	Job function	
Workplace		Start date	dd-mm-åååå
Workplace address		End date	dd-mm-åååå
Zip code		Current	<input type="checkbox"/>
City		Name of contact	
		Title of contact	
		Email address of contact ?	
		Phone number of contact ?	

[Add more](#)

If you have worked in another country, the CVR field disappears.

### Comments concerning occupation

**Comments concerning occupation**

If you have any remarks concerning the section "Occupation and education", you can add them here. For example if a previous workplace has changed its name. Do not enter questions into this field.

**Comment**

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## 4. Relations

PET's vetting also includes your relations, for example spouses, cohabitants, permanent partners registered to another address, other co-resident adults and children over 18 years living at home.

○ Relations ^

We need information about your closest relations:

- **Spouse/registered partner.**
- **Non-marital cohabitation:** Permanent partner with the same address as you.
- **Permanent partner:** Permanent partner with a different address than you.
- **Co-residents:** Individuals aged 18 or above with the same address as you (including roommates, siblings and exchange students). Co-residents do not include your spouse/registered partner, permanent partner, parents or children.
- **Children aged 18 or above living at home.**
- **Parents with the same address as you.**

Like you, the relations you list must provide information about themselves and subsequently sign a consent form. If you have provided a Danish civil registration number (CPR) for the relation in question, they will be informed via the Digital Post solution.

Your relations are also required to complete an information sheet and provide consent to the vetting by way of a link forwarded via the Digital Post solution. The individuals registered at your address will be displayed in separate boxes, which you must then complete with type of relation and personal data. If you do not know one or more of these individuals, you can indicate this in the top right corner. Please note that it may affect your security clearance if consent for the vetting is not obtained from all individuals registered at your address.

If you are unsure who is registered at your address, you can contact the Danish National Register.

Relation	<input type="text"/>	I do not know this person	<input type="checkbox"/>
First name	<input type="text"/>	Civil registration number (CPR)	<input type="text"/>
Last name	<input type="text"/>		

Add more

If you have a permanent partner registered to a different address or a relation with no CPR number, you must add them manually.

If you add a relation who **does not have a Danish CPR number**, you must follow the procedure set out below once you have given your consent:

- Refer the person to [sikkerhedsgodkendelse.pet.dk](http://sikkerhedsgodkendelse.pet.dk)
- Instruct the person to log on with their email address and the temporary password you create
- **NOTE:** It is important that you remember which email address you provide for the relation as well as the temporary password, as you will be unable to view either once you have given your consent.

We recommend that you consult the guide for relations with no civil registration number (CPR), which is available at <http://pet.dk/beskyt-din-organisation/psu-portal-ansoeger>.

### Comments concerning relations

Comments concerning relations

If you have any remarks concerning the section "Relations", you can add them here. For example concerning any history of crime within the immediate family. Do not enter questions into this field.

Comment

0/1000

## 5. Connections to other countries

You are asked whether you have or have had contact with individuals, authorities or institutions with ties to Russia, Belarus, China, North Korea or Iran. You must also state if you have received or are receiving money from these five countries.

● Relations with foreign states
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We would like to get information on your contact with individuals from or authorities/institutions in either Russia, Belarus, China, North Korea or Iran.

Do you have, or have you had, any close personal contact for an extended period of time with individuals residing in, having citizenship in or having other ties with Russia, Belarus, China, North Korea or Iran? (?)

Yes  
 No

Do you receive, or have you received, money or other financial benefits from individuals, public authorities or public/private institutions from Russia, Belarus, China, North Korea or Iran? (?)

Yes  
 No

● Relevant remarks
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- Do you have, or have you had, any long-term personal contact with one or more individuals who are residents or citizens of Russia, Belarus, China, North Korea or Iran or who have other ties with these countries? (?)

(?) = Close personal contact means that you often communicate with the person, for instance in connection with physical meetings, conversations or email exchanges. Please use the text box to describe the kind of relation you have with the individual, how you know as well as how you came to know the individual, and how often you are in contact, etc. If you have a number of foreign relations, please describe 1-2 primary relations, stating name, profession and other contact details such as address, email address and phone number. Please answer as best you can even if you are in doubt about the question.
- Do you receive, or have you received, money or other financial benefits from individuals, public authorities or public/private institutions from Russia, Belarus, China, North Korea or Iran?

(?) = If you have received a salary, emoluments, consideration, scholarships or research donations, valuable presents or similar contributions from foreign states or institutions financed by foreign states, please state in the text box why you received the amount, the size of the amount and the time of payment. Please answer as best you can even if you are in doubt about the question.

## 6. Relevant comments

You may add a comment or a piece of information that may be of relevance to the vetting process. You cannot ask questions about how to fill in the sheet here; any questions

concerning the information to be provided must be clarified before the sheet is submitted. If you have questions concerning the information sheet, you must contact the authority that has requested the vetting. If you are a relation, you must contact the person who has been put forward for vetting.

### Relevant remarks

If you have any remarks or information that fall outside the individual categories, you can add them here.  
Remember that the information must be relevant for the vetting process. Do not enter questions into this field.

Comments concerning personal data

Comment

0/1000

Comments concerning financial situation

Comment

0/1000

Comments concerning occupation

Comment

0/1000

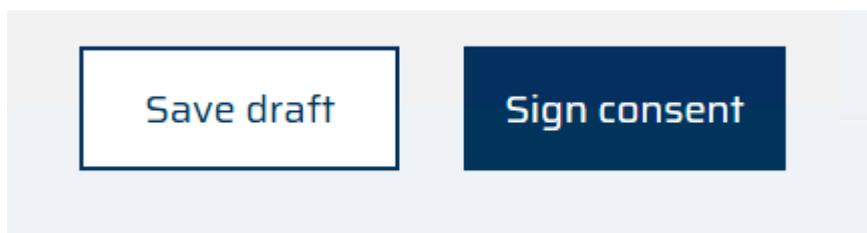
Comments concerning relations

Comment

0/1000

Add comment

At the end of the sheet, we ask for your consent to carry out the vetting process. You must read the consent form and confirm that you give your consent. You are also requested to read the confidentiality provisions and provide confirmation. Please note that you cannot provide consent before you have read the entire text.



Once you click on “sign consent”, we will confirm the receipt of your information sheet.



If the above receipt does not appear, we have not received your information sheet. You then have to go back to the top of the information sheet, where you will find a description of the error. Errors typically occur in the domain of the contact person’s email address, if you are a candidate, or former names, if you are a relation.