



Change in Personal Circumstance Reporting

DND employees and CAF members are required to **disclose any significant changes in their personal circumstances**. Not reporting those changes could constitute a security concern.



What needs to be reported?

- Change in criminal record status**
(criminal conviction, suspension of a criminal record or other judicial prohibitions)
- Involvement with law enforcement**
(suspect in a criminal investigation or arrest)
- Association with criminals**
- Significant change in financial situation**
(bankruptcy or unexpected wealth)

Security & Intelligence

Those who work in these types of organizations may also be **required to report changes in marital/spousal status** (*marriage, divorce, common-law and/or a change of name*).

Reporting changes in personal circumstance does not automatically result in a denial or revocation of your security clearance.



By informing your supervisor of any changes you help limit the ability for others to exploit a potential risk.



DND and CAF Supervisors

Commanding Officers (CO), directors, managers and supervisors are **responsible to identify significant changes** in the behaviour or circumstances that may raise a **reasonable security concern**, surrounding an individual under their command or supervision.

For advice: Contact your manager, supervisor or your Unit Security Supervisor (USS).

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FOR MORE INFORMATION:

NDSOD Chap 4: Personnel Security, Standard 4B: Individual Security Screening Program, Annex G - Changes in Personal Circumstance