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| **PART 1: INFORMATION FOR CONTRACTING PERSONS** | |
| **General information:** | To perform duties in the service of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office (KSC) you may be required to enter security controlled areas or access sensitive information or other valuable resources. The performance of your duties may also expose you to security risks which you would not ordinarily be exposed to. As such, the (KSC) has determined that it is necessary for you to participate in the KSC Contractor Verification Process.  The Contractor Verification Process includes the verification of your identity and any employment and qualifications which you put forward in support of undertaking to provide contracted services.  The Contractor Verification Process also requires completion of questions in a Security Questionnaire. These questions are listed below in Part II of this form. |
| **Privacy and handling of your personal information:** | Any information which you provide will be handled in the strictest of confidence. It will be used only for the purpose for which you supply it, namely the Security Clearance process. |
| **Completion of the form:** | It is important that you answer each question as fully and as truthfully as possible.  **NOTE**: The omission of any relevant information, or the provision of false or misleading information, whether due to intent, carelessness or recklessness may raise doubts as to your suitability to provide contracted services to the KSC. Please consider this in your responses.  Should you require help or assistance with any aspect of completing the form including speaking to a member of our Security and Safety Unit (SSU) in confidence before returning the form, please do not hesitate to ask. You can request assistance by sending an email to you KSC Procurement counterpart. |
| **Return of the form:** | Please scan the signed completed form and submit it to the assigned KSC Procurement counterpart, either (i) as part of your tender submission; or (ii) as part of the post-tender / pre-contract award verification process. |
| **Follow up:** | The Contractor Verification Process may include a security interview with a member of the KSC Security and Safety Unit (SSU). If an interview is required, you will be notified within ten working days of receipt of your completed Security Questionnaire to schedule a date for this interview. The interview will usually be conducted in person. |

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| **Part II: SECURITY QUESTIONS**  **Please answer the following questions. For questions requiring a “Yes”/ “No” answer, please insert an “X” in the box which best reflects your response.**  **If you answer “Yes” to any question, please provide relevant additional information in the space provided.** | | | |
| * **FULL NAME** -First/ Middle/ SURNAME: | |  | |
| * **Profession:** * **Services to be provided**: | |  | |
| 1. Do you have any family, friends or close associates who work at or on behalf of KSC? | | | **Yes  No** |
| 1. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, sentenced or imprisoned for violations of any law (excluding minor traffic violations)? | | | **Yes  No** |
| 1. Do you have, or have you had contact with a member of any Government Security or Intelligence Service or their establishments, e.g. embassies or consulates in the last three years, including any contact in the course of your employment/business activities? | | | **Yes  No** |
| 1. Have you ever been refused a Security Clearance from any government or security clearance agency? | | | **Yes  No** |
| 1. Have you ever held a government or national Security Clearance? | | | **Yes  No** |
| 1. Do you have any affiliations relevant to your (future) employment with KSC?   *Relevant affiliations include but are not limited to: links to Kosovo or its neighboring countries by means of: place of birth; (former) nationality; (former) residency; familial; study; employment; business association; political connections; frequent travel; property ownership; financial and banking links; activism: and social media contacts.* | | | **Yes  No** |
| 1. To the best of your knowledge, is there anything in your background that has the potential to make you vulnerable to coercion, duress, exploitation or blackmail?   *Potential vulnerabilities include but are not limited to: substance abuse or addictions; financial difficulties; infidelity in personal relationships; personal behavior, activity or lifestyle choices of which you are ashamed; personal behavior, activity or lifestyle choices which are illegal; interaction with persons who are engaged in criminal activity.* | | | **Yes  No** |
| 1. Do you wish to discuss any aspect of this Security Questionnaire with a member of the KSC SSU? | | | **Yes  No** |
| **Relevant additional information:** Please use this space to provide any relevant additional information. | | | |
| **Name:** | **Signature:** | | **Date**: |