

Consultant Certificate (Sample)

In accordance with Paragraph 2-212 of the “National Industrial Security Program Operating Manual,” DoD 5220.2-M, we certify that *(Insert Name of Using Contractor Facility)* has entered into an agreement whereby *(Insert Name of Consultant)* will provide services requiring access to *(Insert Confidential, Secret, or Top Secret)* information. The following guidelines apply:

- a. Except in connection with authorized visits, the consultant shall not possess classified material off the premises of the using (hiring) contractor.
- b. The using contractor shall not furnish classified material to the consultant at any location other than the premises of the using contractor.
- c. The consultant shall accomplish performance of the consulting services only on the premises of the using contractor.
- d. The using contractor shall provide classification guidance to the consultant, and shall brief the consultant as to the security controls and procedures applicable to the consultant’s performance.
- e. The consultant shall not disclose classified information to any unauthorized person.
- f. The consultant alone or the consultant and his or her immediate family are the sole owners of the consultant’s company and the consultant is the only official/employee of the consulting firm who may provide consulting services requiring access to classified information.

CONSULTANT

SIGNATURE:

TYPED NAME AND TITLE:

ADDRESS:

DATE:

USING CONTRACTOR

SIGNATURE:

TYPED NAME AND TITLE:

ADDRESS:

DATE: