



VSSE veiligheid van de staat
sûreté de l'état

REQUEST FORM FOR ACCESS TO INFORMATION HELD BY THE STATE SECURITY

DATE
ANNEXES :

There are two ways of submitting a request:

1/ Send the request form electronically

Send the completed and signed request form attached to an e-mail to:

info-arch@vsse.be

2/ Print the request form and send it by post

You may also complete, sign and send the request form by post to:

Archives & Documentation Department

Belgian State Security (VSSE)

Boulevard Roi Albert II, 6

B-1000 Bruxelles

Requests by phone will not be accepted.

Please enclose a clearly legible copy of (both sides of) a valid identity document, as well as the completed and signed (electronically or by hand) research statement. If these documents are not included, we cannot process your request.

When submitting a request for access to our archives, you should take into account the legal restrictions¹ that are applicable to the type of information that the VSSE can provide.

- Firstly, the VSSE will check whether the archives to which you are requesting access are classified and, if so, whether these can be declassified.

- If these archives cannot be declassified, the Act of 11 December 1998 on classification and security clearances, certificates and advice² stipulates that you may access classified information on certain conditions. The applicant must have a security clearance of the same security level as the document for which access is requested and there must be a need-to-know, i.e. the researcher must sufficiently substantiate the request for access and clarify why the information is collected³. In this case, the collected information is intended for personal use only, given that classified documents may not be published or made public in any other way.

- Furthermore, the VSSE cannot provide data that

- reveal sources and procedures of the service;
- are still of importance to any ongoing investigation;
- relate to information from foreign intelligence or security services or
- reveal personal data of a third party.

¹ Article 13, third subparagraph and 13/4 of the Act of 30 November 1998 governing the intelligence and security services, Article 3, § 1 of the Act of 11 December 1998 on classification and security clearances, certificates and advice, and Article 99 of the Act of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

² In order to have access to classified documents, a number of specific conditions must be met: i.a. as set out in Article 8 of the Act of 11 December 1998 on classification and security clearances, certificates and advice.

³ This means that a researcher does not automatically have access to all documents of the same security level. A researcher who has been given permission to access a certain archive, for instance, will not automatically be given permission to access records from another archive with the same level of classification.



Your request for access should not be too broad, as access to the archives need not lead to a disproportionate burden. This would hinder the processing of other requests for access and the daily operations of the Archives and Documentation Department. So make your request as specific as possible by indicating a period of time, for instance.

Processing your request for access to information from our archives will take at least three months. This time frame is needed to:

- analyse the request with regard to legal provisions and in terms of privacy rules;
- carry out the searches and scan the documents;
- redact any non-pertinent data.

A longer time frame may be required in case of more extensive requests.

Data that are still of administrative use, will be processed in accordance with the Act of 11 April 1994 on the publicity of the administration, as these data are strictly speaking not considered as archives. Shorter time frames apply to these cases.

Access to documents is always free of charge. A fee may be charged for a copy though, in accordance with the Royal Decree of 17 August 2007 establishing the remuneration due for photocopies of administrative documents or of documents containing environmental information. You will receive an acknowledgement of receipt of your request. When the request has been processed, we will send you a reply by post or by e-mail.

1. IDENTIFICATION DATA OF THE APPLICANT:

Applicant

Name: First name:

National Register Number:

Address:

E-mail:

Phone number:

Research area (brief description of max. 1500 characters):



2. REQUEST:

I request permission to

(archival) documents stored by the State Security on the following:

2.1 Persons:

2.2 Entities:

2.3 Explanation (brief description of max. 1250 characters):

3. USAGE INFORMATION:

The data from these (archival) documents may be recorded in

The research

Institution:

Supervisor:

Read and approved in

on,

Digital signature of the applicant:

or handwritten signature:

X

(sign, lock and send)

X

(print, sign, scan and send).