

SECURITY FORMS INSTRUCTION SHEET

Participants in the Department's student employment programs normally receive SECRET level security clearances which require a minimum of 90 to 120 days to complete. However, if the preliminary background investigation by the Bureau of Diplomatic Security proves satisfactory, you may be granted an "interim" security clearance. An "interim" clearance will allow you to begin work at the Department of State. However, you should be aware that the investigation will continue and, should any adverse information be discovered, the clearance could be rescinded. Therefore, to improve your chances of receiving an interim clearance and avoiding its withdrawal after you have reported for duty, it is vital that you are candid and honest when completing the security forms. Applicants are advised that under U.S. Criminal Code, title 18, section 1001, it is a crime to knowingly falsify information given by the subject in the investigation. A lack of candor may disqualify you from federal employment even where the conduct or activity underlying the lack of candor might not. You will be notified by email by the Student Programs Office if an interim clearance is granted. For additional information on the Department's clearance process or on the status of your clearance, you may email the Office of Personnel Security and Suitability's Customer Service Center at securityclearance@state.gov or call toll free, 1-866-643-4636, from 8:15 a.m. to 5:00 p.m., EST.

FORMS REQUIRED

1. Form SF-86 - QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS: Submit **3 copies**, an original and two photocopies. **In reference to items 9, 10 and 11 – while the SF-86 instructs you to provide residence, education and employment data for the past seven (7) years, there has been a change in investigative standards and you must provide such data for the past ten (10) years.** All periods of time must be accounted for. Do not leave any gaps. You may use the enclosed continuation sheet SF-86-A and/or a blank sheet of paper if you need additional space to list your residences, education or employment history (see item #10 under "Instructions..." on Form SF-86). If you answer "yes" to question 21, you must sign the medical release form.
2. Form OF 306 - DECLARATION FOR FEDERAL EMPLOYMENT. Submit **one copy**. Sign form on reverse side.
3. Form FD-258 - FINGERPRINT CHART: Submit **two** (2) originals. We can only accept fingerprint charts that have been printed with the Department of State ICI/PSS identification in the upper right hand portion of the chart. **.PLEASE DO NOT FOLD THE FINGERPRINT CHARTS.** Complete the Personal Data Information at the top of the fingerprint chart **before** the fingerprints are taken. Your fingerprints can be taken at a police station or at any Government Agency that has fingerprint facilities.
4. Proof of citizenship - Submit a **copy** of your birth certificate, passport, or Certificate of Naturalization.
5. Form DS-4002 - Fair Credit Report Authorization - Sign and date form authorizing the Department to obtain a credit report from any credit reporting agency.

If you are married to, separated from or have a spouse-like relationship with a non-U.S. citizen, they must complete an SF-85P, an SF-85PS and sign a DS-4002 Fair Credit Report Authorization form.

Security Forms Check List

- Signatures on pages 9, 10 and Medical Release of the SF-86 as appropriate?
- SF85P, SF85PS and Fair Credit Report Authorization for your non-U.S. citizen spouse?
- DS-4002, Fair Credit Report Authorization signed and dated?
- 2 Original, Department of State fingerprint charts completed and signed by you and the official taking the prints?
- OF 306 completed and signed in the applicant space?
- Copy of your U.S. passport photo page, U.S. birth certificate or Certificate of Naturalization?

Reminder: Incomplete or unsigned packages can not be processed.