



# UNITED STATES PATENT AND TRADEMARK OFFICE

## New Employee Pre-Appointment Security Package

### **Introduction**

This employee pre-appointment security package contains the personnel Form 306, Office of Personnel Management which must be completed prior to a firm commitment of employment at the United States Patent and Trademark Office.

Complete the form manually. Review for accuracy before you sign and return to the USPTO. As a convenience to you, the Acrobat Reader software allows you to type your information, but will not allow you to save the document, so please keep a copy of the document.

Print the document as you complete it so data is not lost. When you print properties box, make sure that the "fit to page" option is selected in the print properties box.

Trustworthiness is an important consideration in deciding your suitability. The information you provide will be verified. Negative information provided on your application does not necessarily preclude you from being hired. Negative information will be reviewed on a case by case basis and adjudicated per Office of Personnel Management (OPM) standards.

Should you have any questions about completing the form, please contact the USPTO, Office of Human Resources at (571) 272-6000 and request to speak to the Human Resources Specialist who sent you the package.

Declaration of Federal Employment Form 306, Office of Personnel Management (must be received in OHR prior to a firm commitment of employment at the USPTO).

<http://www.opm.gov/forms/pdfimage/of0306.pdf>

## Mailing Instructions

**For patent examiner positions only use the following address:**

United States Patent and Trademark Office  
Mail Stop 171 (JARS)  
P.O. Box 1450  
Alexandria, VA 22313-1450

**For all other USPTO positions use the following addresses:**

(Hand Carried or Fed Ex)

US Patent and Trademark Office  
Office of Human Resources  
550 Elizabeth Lane  
Alexandria VA 22314

(Regular Mail)

US Patent and Trademark Office  
Office of Human Resources  
Mail Stop 171  
P.O. Box 1450  
Alexandria, VA 22313-1450

**Attention: (use the name of your Human Resources Specialist point of contact)**

THE U.S. CRIMINAL CODE (TITLE 18, SECTION 1001) PROVIDES THAT KNOWINGLY FALSIFYING OR CONCEALING MATERIAL FACT IS A FELONY WHICH MAY RESULT IN FINES OF UP TO \$10,000, AND/OR 5 YEARS IMPRISONMENT, OR BOTH. IN ADDITION, FEDERAL AGENCIES GENERALLY FIRE, OR DISQUALIFY INDIVIDUALS WHO HAVE MATERIALLY AND DELIBERATELY FALSIFIED THESE FORMS, AND THIS REMAINS A PART OF THE PERMANENT RECORD FOR FUTURE PLACEMENTS.