

1. EMPLOYEE NAME (Last, First, Middle)		2. DATE OF BIRTH	3. PLACE OF BIRTH (City and State)	
4. DETERMINATION <input type="checkbox"/> SUITABLE <input type="checkbox"/> UNSUITABLE		5. CONTRACTOR	6. CONTRACT NUMBER	7. BUILDING NAME
8. SOCIAL SECURITY NUMBER		9. BUILDING PASS NUMBER(S) (Quarterly)		
10. DATE(S) ISSUED (Quarterly)				11. DATE CANCELLED
12. TYPE OF SERVICE <input type="checkbox"/> CUSTODIAL <input type="checkbox"/> MECHANICAL <input type="checkbox"/> GUARD <input type="checkbox"/> OTHER (Specify)			13. CITIZENSHIP <input type="checkbox"/> U.S. <input type="checkbox"/> OTHER (Specify and give Alien No.)	

SECTION I - CLEANING AND MECH. EMPLOYEES AND GUARDS		SECTION II - GUARDS	
SUITABILITY DATA	DATE	SUITABILITY DATA	DATE
14. Two fingerprint cards (FD 258) received from contractor		20. Certification of firearms qualification received from contractors	
15. Statement of Personal History (GSA Form 176) received from contractor		21. Certification of issuance of gun permit received	
16. Two fingerprint cards and personal history forwarded to GSA Central Office		22. Certification of appointment as special policeman received	
17. Suitability Rating received and entered in item 4		23. Certification of education/experience received	
18. Employee entered on duty		24. Certification of training received	
19. Employee terminated		25. SF 78, Certificate of Medical Examination, received from contractor	

**CONTRACT EMPLOYEE SUITABILITY RECORD (Refer to contract for details) (Use reverse for comments)**