

DPSAC NEWS July 20, 2007

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Personal Identity Verification (PIV) Website

The new Personal Identity Verification (PIV) website is now live. Visit <http://security.nih.gov/PIV/index.htm> to learn more about PIV and HSPD-12. The PIV site also answers frequently asked questions, defines background investigation levels, and addresses privacy rules. The *Contact Us* page details DPSAC office hours and contact numbers.

Background Investigation Forms

After being fingerprinted, individuals receive an e-mail with access to e-QIP (Electronic Questionnaires for Investigation Processing) and instruction to complete their background investigation documents. The background investigation process requires applicants to complete on-line and manual forms. All required forms (as listed below), must be **signed** and delivered to the DPSAC office located in building 31, room 1B03. Additional forms may be required based on the type of background investigation.

Required Forms with Signature (no faxes accepted)

- Signed e-QIP Form
- Signed background investigation form (SF85 or SF85P)
- Signed OF 306 'Declaration of Federal Employment'
- Signed OF 612, 'Optional Application for Federal Employment' (employee only).

Helpful Tips

- Please do not begin badge renewal more than 60 days in advance. This will allow us to process urgent requests timelier.
- Always bring a Common Accounting Number (CAN) with you. We need it to process your request. What is a CAN number? Ask your friendly AO.
- No appointment? Stop by on Wednesday evening 5-8 p.m. Full service is provided to all that sign in by 8 p.m. Or, stop by early in the morning Monday through Thursday (except EOD Monday) and sign up for our same day service. Sign up begins at 8 a.m. The first fourteen people will be processed between 2 p.m. and 4 p.m.
- Signing up for an appointment? Provide a legible name, phone number and e-mail. We may contact you to offer an earlier time.

Coming Soon

Watch for an announcement about our AO on-line appointment system.