

# E-QIP Initiation Form

In line with new regulations mandated by the U.S. Office of Personnel Management Investigative Services and the Department of Health and Human Services, the FDA Personnel Security Branch is implementing the Electronic Questionnaires for Investigations Processing (E-QIP) System. As a result, electronic submission of the standard form 85, for suitability background investigations (NACI) or the Standard Form 85P, for Public Trust, is now required. The FDA requires all applicants to be processed for a suitability background investigation, in accordance with Executive Order 10450 and the Homeland Security Presidential Directive (HSPD-12), in order to obtain employment, gain access to FDA property and/or receive an FDA badge.

The following information is required in order to initiate the applicant into the Electronic Questionnaires for Investigations Processing (E-QIP) system. After the applicant is initiated into E-QIP, they will receive an email containing the website including instructions and additional forms needed for the suitability background investigation.

**The below contact information is pertaining to the applicant only.**

First Name	Middle Name given at Birth (if none, write NMN)	Last Name

Position Title or Name of Contractor	FDA Center
Pharmacy Intern, <b>NON-PAID STUDENT</b>	CDER

Social Security Number	Date of Birth (mm/dd/yyyy)

Place of Birth: City	State or Foreign Country

Phone Number	Email address

Have you ever been investigated by another <b>FEDERAL AGENCY</b> ? (If yes, complete name of agency)

**\*\*All SF-85 for contractor requests also require submission of OF-306 (Declaration of Federal Employment), which should accompany this form as well.\*\***

**OSO/PERSONNEL SECURITY OFFICE USE ONLY:**

e-QIP Initiation Date: \_\_\_\_\_ ID#: \_\_\_\_\_

FP Date: \_\_\_\_\_ Results: \_\_\_\_\_ Date FP Results Recd: \_\_\_\_\_

Release to OPM/HHS Date: \_\_\_\_\_ EASE Entry Date: \_\_\_\_\_