

[DATE]

[NAME]

[COMPANY]

[ADDRESS]

Re: Identity Verification of Lessor Personnel

Dear [Name]

Homeland Security Presidential Directive 12 requires the General Services Administration (GSA) to facilitate the completion of background investigations for some leased building personnel and contractors. The investigations are to verify the identities of building personnel and contractors with routine access to Government space. Routine access is defined as regularly scheduled access for a period greater than six (6) months. An intermittent contractor—for example, one who is summoned for a service call as needed—is not required to have a background investigation, but must be escorted by someone who has already been cleared for access.

Accordingly, the building personnel and contractors with routine access to the space occupied by the government under lease number(s) [INSERT LEASE NUMBER(S)], are required to have background investigations. The background investigations will be done through the Department of Homeland Security, Federal Protective Service, and the Office of Personnel Management.

Within thirty (30) days of receipt of this letter, please return to me a completed Questionnaire for Public Trust Positions (SF-85P) and two copies of completed fingerprint charts (FD-258) for each individual with routine access to the Government's space.

A copy of the SF-85P is attached to this letter and additional copies may be obtained online at www.gsa.gov/forms. The fingerprint charts are also enclosed. Your personnel and contractors may go to the local Federal Protective Service Office or the local police to be fingerprinted. In the future, fingerprint charts may be obtained from: _____.

Thank you for your cooperation.

Sincerely,

NAME

TITLE

MAIL DROP

ADDRESS

CITY STATE ZIP