Department of Homeland Security (DHS)
US Immigration and Customs Enforcement (ICE)
System Access for DHS Components, Other Federal, State and Local Law Enforcement Agencies

Subject: Personnel Security information requirements for participating personnel. Request the following information be submitted directly from the Personnel Security Office as this information is used to validate background investigation and clearance authorization:

Participating Personnel Social Security Number: _____

Last Name:_____

First Name: _____**Middle Initial:** _____

Date of Birth: _____

Last Investigation Type: (Full BI, LBI, NACIC (Investigation must not exceed 10 years)):

_____

Date of Investigation (MM/DD/YYYY): _____

NSS Clearance, if applicable: (SSBI, Secret, Top Secret): _____

Date of Clearance (MM/DD/YYYY): _____

Company Name: (if contractor): _____

Agency or Department Name: (if State, Local and Other Government Agencies): _____

U.S. Citizen? YES _____**NO** _____

Foreign Service National? _____**If so, Country of Citizenship**_____

Job / Position Title: _____

Physical Location or otherwise at: _____

The above participant information will be added to the ICE Personnel Security System database that provides the Password Issuance and Control System the validation for ICE IT resources and system access.

Required below is the signature and phone number for the Personnel Security Officer or the Security Point of Contact providing the above information.

I certify that the above Investigation/Clearance and Date of Investigation/Clearance has been verified and is accurate and complete.

_____	_____	_____
Signature	Print name	Phone

Please submit this completed form via Fax at (202) 732-2073 or the HQ-PICS@dhs.gov e-mail address.

Questions, Issues or Concerns, please contact Sharon L. Davis @ (202) 732-2056.

[1] **Privacy Act Statement**: Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your social Security Number, is voluntary, but failure to do so may result in disapproval of this request.