"How can a contractor get a badge"

This information will assist you in the correct procedure to obtain a Badge for New Contractors

Approving Sponsor Official

- As a COR, you need to have an NACI on file with the Dept of Commerce. A NACI is a background required by the new Homeland Security Presidential Directive 12 (HSPD-12).
- If an contractor is onboard for more than 6 months they will require a background investigation.

The Following Information is Needed

Requesting a Background Investigation for Contractor

Full Name:
SSN:
Date of Birth
Place of Birth
Citizenship Status
Email address
Position Title
Contracting Company
COTR Name
Accounting CODE: (Complete Number)
Investigation type required

All request must come from COTR to the Office of Security
Attn: Sharlene Savage, Sheri Sells or Gary Aubrecht.

What's Next?

- The applicant will receive an email requesting them to login to the eQip website. www.opm.gov/e-qip

- Applicants only have (7) days to complete this process.

- Applicant prints out signature pages, signs and forwards to the COTR or requesting Security Specialist.

- All required documents should be received in the Office of Security within (3)days after completion, investigations will be initiated after all related forms with your original signature have been received.

Required paper work for a Background Investigation to be submitted to OPM

Electronic Questionnaire for Investigations Processing (e-QIP)
FD-258 - Applicant fingerprint chart
OF-306 - Declaration for Federal
Two Forms of government issued ID CD-591 and Applicant Training Certificate
http://www.osec.doc.gov/osy/hspd12/applicants.htm

All contractors are required to complete the OF-306

If the investigation was completed by another agency more than 6month ago you will be required to complete an OF-306

HSPD-12/Applicant Training

- This is the link to the Applicant Training page. http://www.osec.doc.gov/osy/hspd12/applicants.htm. You will be prompted to click on the Blue "CLICK HERE" button, which will take you to a page where you need to fill in the form. Go to the next page and print off the certificate. The certificate has an Alpha Numeric code which you need to give to the Sponsor.

Some ACCEPTABLE DOCUMENTS
that Establish Identity

List A	List B	List C
• U.S. Passport • Permanent Resident Card or Alien Registration Receipt Card	• Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address • ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	• U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment) • Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

Report to Duty

- All new contractors must have a government employee escort them to the Office of Security for initial badging.

- All documents must be signed and dated or your request will not be processed.

- Contractor badges must include the ending date for the contract.

"Security is Everyone's Responsibility"