

United States Office of Personnel Management



## Completing the 2010 SF 86 in e-QIP

September 2010

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# 1 Introduction

## 1.1 What is the SF 86?

This Quick Reference Guide is provided to assist you in completing the Questionnaire for National Security Positions Standard Form 86 (SF 86) using the Electronic Questionnaires for Investigations Processing (e-QIP) system. Please follow this guide step-by-step to ensure that your questionnaire is completed properly.

e-QIP is a web-based automated system that was designed to facilitate the processing of standard investigative forms used when conducting background investigations. e-QIP allows you to electronically enter, update, and transmit your personal investigative data over a secure internet connection to a requesting agency. The requesting agency will review and approve the investigative data.

## 1.2 Why am I being required to have a background investigation?

The U.S. Government conducts background investigations to determine if applicants or employees meet the suitability or fitness requirements for employment, or are eligible for access to Federal facilities, automated systems, or classified information. All persons must be properly investigated and adjudicated to be issued a credential in compliance with requirements and to be authorized access to classified information.

The scope and type of background investigation varies depending on the duties and access requirements for the position, as does the amount of time it takes to be completed. The employing or sponsoring agency is responsible for determining the appropriate level of investigation to be conducted based on current rules and procedures.

## 1.3 Is completing the form mandatory in order to get a position in the federal government?

Providing the information requested on the form is voluntary. However, if you do not provide the information requested, it may adversely affect your ability to gain a national security position or receive eligibility to access classified information as may be required for the position you are applying for.

Be completely honest and forthright when answering all questions on the SF 86. If necessary, provide clarification or explanation for how you answered a particular question in the Optional Comment section provided in e-QIP.

## 1.4 How much time do I have to complete the form?

Be as timely as possible in completing your investigation request. You should earnestly try to meet the deadline your agency has established for you to complete this form.

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Public burden reporting for this collection of information is estimated to average 150 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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## 2 Protecting Your Privacy

### 2.1 What happens to all the personal information that I enter into e-QIP? Is it safe?

Security is of major concern whenever you're dealing with personal information. This concern has been addressed by specific Federal guidelines implemented to safeguard Personally Identifiable Information (PII). PII is defined as information that can be used to discern or trace a person's identity; and alone, or combined with other information, can be used to compromise the integrity of records relating to a person by permitting unauthorized access to or unauthorized disclosure of these records.

Several security measures have been built into e-QIP to help to minimize unauthorized access to your information:

- e-QIP uses layered security to stop hackers and limit access to personal data. Transport Layer Security (TLS) and its predecessor, Secure Socket Layer (SSL), are [cryptographic protocols](#) that provide [security](#) for communications over networks such as the [Internet](#). TLS and SSL encrypt the segments of network connections at the [application layer](#) to ensure secure end-to-end transit at the [transport layer](#). All internet-based data transmissions are encrypted using 128-bit encryption provided through common browser SSL technology.
- e-QIP requires that TLS 1.0 be enabled in the user's browser. Without this setting, users get a "Page Cannot be Displayed" error.
- To log in to e-QIP, each user must answer a series of unique questions, referred to as Golden Questions.
- Only persons with active investigation requests can log in to e-QIP.
- e-QIP has been tested through the National Institute of Standards and Technology (NIST) Certification and Accreditation process and is compliant with all requirements.

It is OPM policy to ensure that all information technology (IT) systems that collect, maintain, or disseminate information in an identifiable form have Federally mandated controls in place to protect and prevent the breach of PII. You can learn more about OPM's privacy policies at these websites:

- <http://www.opm.gov/privacy/links.asp>
- <http://www.opm.gov/privacy/pia.asp>
- <http://www.opm.gov/privacy/PIAs/eQIP.pdf>

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## 3 Before You Begin

### 3.1 What do I need in order to complete the SF 86?

To complete your e-QIP investigation request form you will need access to a computer with an internet connection and a web browser. You should also gather the following information:

- Proof of citizenship, if applicable, such as: passport, Citizenship Certificate, Naturalization Certificate, or Alien Registration Number. You may be able to obtain assistance with lost or unknown information at: <http://www.uscis.gov/portal/site/uscis>
- Employment history
  - Current and previous work location addresses
  - Supervisor names, addresses, and contact information
- Personal residence(s)
- Name, address, and phone number of a person who knew you at each address.
  - **Note:** All contact information must include a physical address. PO Boxes are unacceptable. APO/FPO is allowed. For assistance in locating address information refer to: <http://maps.google.com>
- Three personal references
- Relatives' citizenship information, aliases, employer, and foreign activities
- Selective Service ID number, if applicable. If you need your Service Number call 1-847-688-6888 or visit <http://www.sss.gov> to obtain it

Note that for most of the categories listed above, you'll need information going back ten years or to your 16<sup>th</sup> birthday, whichever is shorter. In most categories the instructions will state that you should not list information before your 18<sup>th</sup> birthday unless necessary to provide a minimum of two years history. Please follow the specific instructions for each question on the SF 86.

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## 4 Configuring Your Browser

e-QIP is designed to be accessible from any computer, anywhere in the world. You can use your personal computer at home or at the office. e-QIP is compatible with most well-known browsers including Microsoft's Internet Explorer, Mozilla Firefox, and Apple Safari. The following procedures are provided as a guide for configuring your browser to work with e-QIP.

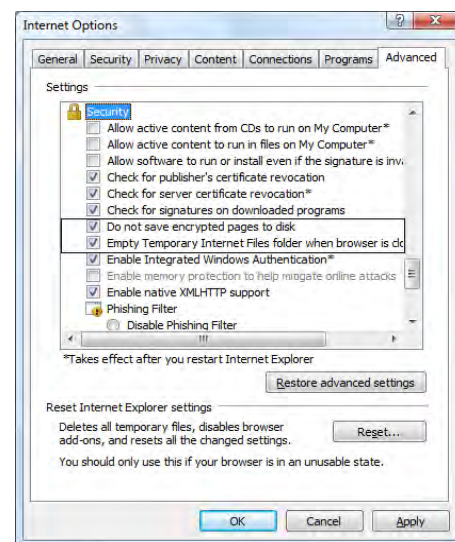
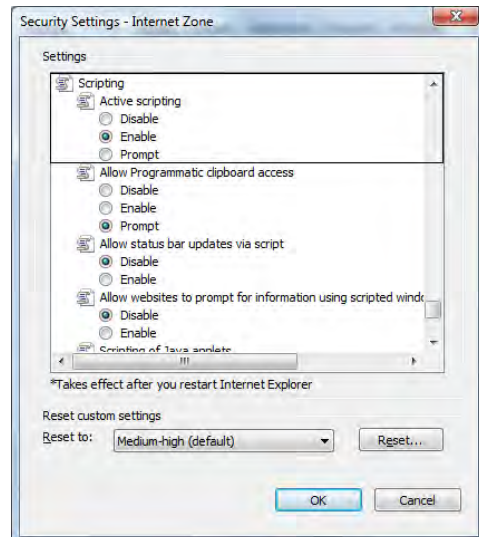
### 4.1 Configuring Internet Explorer

To use Microsoft Internet Explorer (IE) to access e-QIP, you must have version 6.0 or higher. To check your version, open Internet Explorer and select **Help > About Internet Explorer**. For the latest version and updates, visit <http://www.microsoft.com>.

**Note:** If you use AOL, make sure you open Internet Explorer in a new window outside of AOL.

#### To set the Security options for IE:

1. Select **Tools** in the menu bar.
2. Select **Internet Options**.
3. Select the **Security** tab.
4. Select the **Custom Level...** button.
5. In the Settings list box, scroll down to the **Scripting** section.
6. Under **Active Scripting**, select the **Enable** radio button.
7. Click **OK**.
8. Select **Yes** on the confirmation dialog box.
9. Select the **Advanced** tab.
10. In the Settings list box, scroll down to the **Security** section.
11. Select the check box for each of the following options:
  - **Do not save encrypted pages to disk**
  - **Empty temporary Internet Files Folder when browser is closed**
12. Click **OK**.



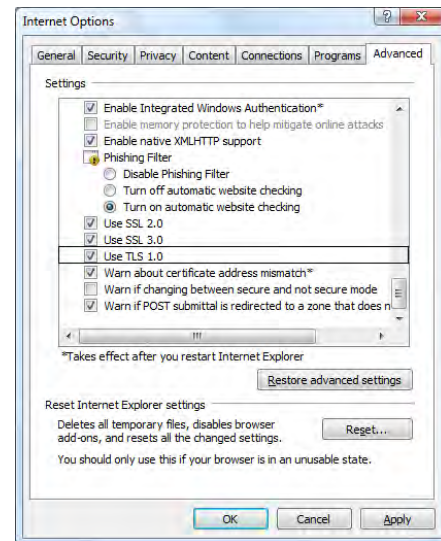


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TLS and SSL encrypt the segments of network connections. e-QIP requires that TLS 1.0 be enabled in your browser. If you do not enable this setting, you will get a “Page Cannot be Displayed” error.

### To enable TLS 1.0 in IE:

1. Select **Tools**
2. Select **Internet Options**
3. Select **Advanced** Tab
4. Scroll down to the **Security** section
5. Select the **Use TLS 1.0** checkbox
6. Click **OK**



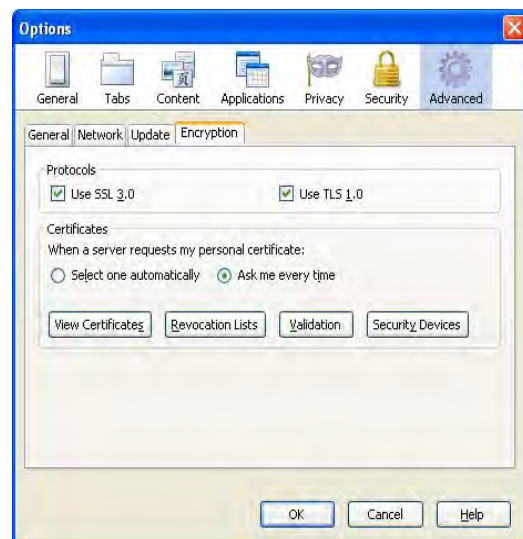
## 4.2 Configuring Mozilla Firefox

To use Mozilla Firefox with e-QIP, you must have version 1.0 or newer. You can find out which version of Firefox you have by selecting **Help > About Mozilla Firefox**. To get the latest version, visit <http://www.mozilla.com>.

Although security settings may be preset to default to appropriate settings, you should verify that they are configured as follows.

### To configure Firefox:

1. Select **Tools**
2. Select **Options....**
3. Select the **Advanced** icon
4. Select the **Encryption** tab
5. Under **Protocols**, select the check boxes for **Use SSL 3.0** and **Use TLS 1.0**





6. Select the **Privacy** icon
7. In the **Firefox will** drop-down list box, select **Use custom settings for history**
8. Make sure the following options are selected:
  - a. **Accept cookies from sites**
  - b. **Clear history when Firefox closes**
9. Make sure the following options are de-selected:
  - c. **Remember search and form history**
  - d. **Remember what I have downloaded**
10. Click **OK**

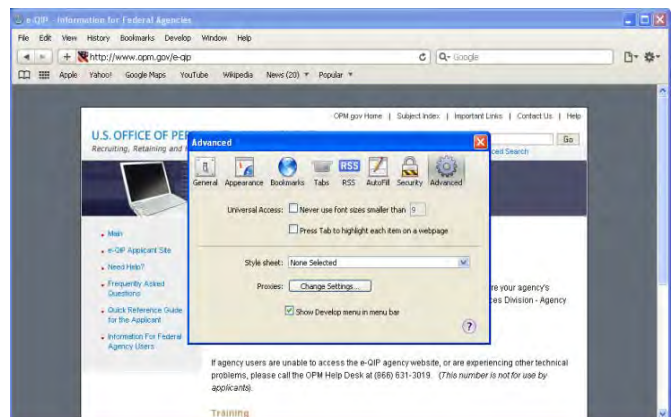


### 4.3 Configuring Apple – Safari

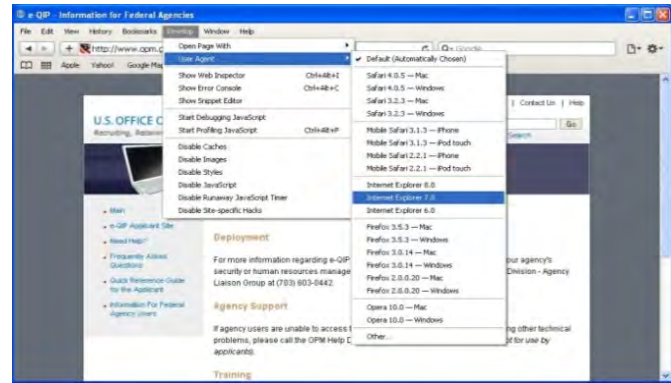
Use the following instructions to configure your Safari browser to access e-QIP:

#### To configure Safari:

1. Select **Edit** in the menu bar
2. Select **Preferences...**
3. Click the **Advanced** icon
4. Select the **Show Develop Menu in Menu Bar** check box
5. Click **Close**



6. Select **Develop** in the menu bar
7. Under **User Agent**, select an appropriate browser: Internet Explorer for PC or Firefox for Mac
8. Type <http://www.opm.gov/e-QIP> into the address field to re-connect, if needed, to the e-QIP website



#### 4.4 Configuring JAWS Screen-Reading Software

Job Access with Speech (JAWS) is a vocal screen-reading software program that enables visually impaired users of e-QIP to complete their forms. It accomplishes this by providing the user with access to the information displayed on the screen via a text-to-speech system. This system converts normal language text into speech or by means of a Braille display and allows for comprehensive keyboard interaction with the computer.

To use the JAWS Screen-Reading Software with e-QIP, you must use Internet Explorer 6.0 or later and JAWS 10.0 or later. For more information, use the following resource:

<http://www.freedomscientific.com/products/fs/jaws-product-page.asp>.

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## 5 Getting Started

### 5.1 Access the e-QIP Login Screen

To begin completing the SF 86 in e-QIP, you must first access the e-QIP login screen.

#### To access the e-QIP Applicant Login Screen:

1. Open your internet browser and navigate to the following URL:  
<http://www.opm.gov/e-QIP/>.

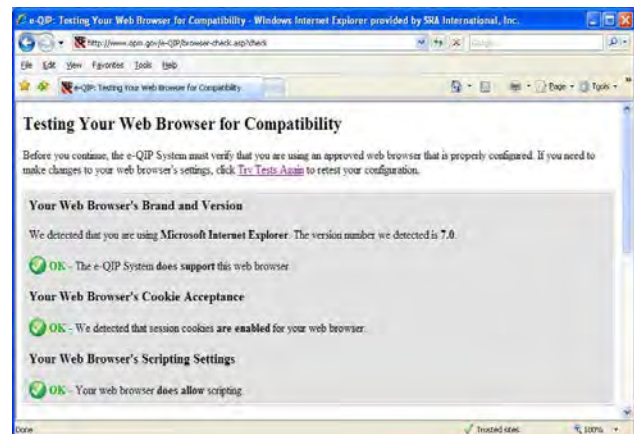
The e-QIP Gateway Page will appear.

2. Click the button labeled **Enter e-QIP Applicant Site** (or) click the **e-QIP Applicant Site** option in the left navigation bar.



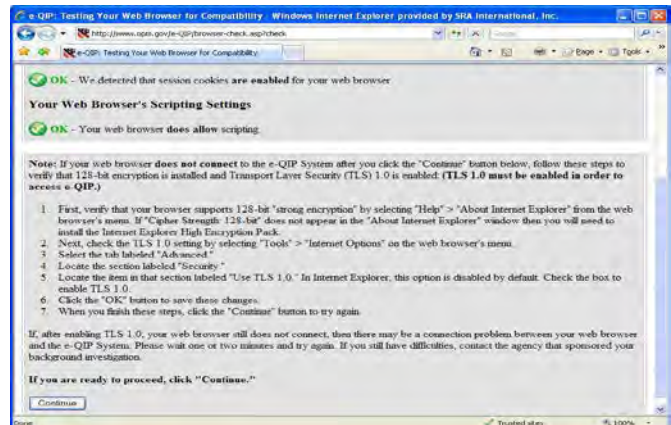
3. e-QIP automatically tests your browser for compatibility and displays the results on a page entitled "Testing Your Web Browser for Compatibility."

- If you have followed the steps included in this guide to configure your browser, you should show a green "OK" checkmark for each option.
- If any options show a red warning, follow the on-screen instructions to change your browser settings. e-QIP will not display unless these settings are enabled.



4. Click **Continue**.
5. If a Security Alert dialog box displays, click **Yes**.

**Note:** If an error message displays saying “Page Cannot Be Displayed,” you have not enabled TLS 1.0. Go back to section 4.0 of this guide, *Configuring Your Browser*, for more information.



## 5.2 Log into e-QIP

Once you have accessed the e-QIP login screen, follow the steps below to log into e-QIP.

### To log into e-QIP:

1. Type your Social Security Number (SSN) into the **Social Security Number** field
2. Press the **[Tab]** key to move to the next SSN field
3. Click **Submit**

## 5.3 Answer the Golden Questions

If you entered your SSN correctly, you should next see a screen that asks you to answer three “Golden Questions.” If this is your first time logging into e-QIP, the default Golden Questions display. These ask for your **last name**, **city of birth**, and **year of birth**. Once you answer these correctly, the system will prompt you to create three new Golden Questions and Answers.

If you have logged into e-QIP at some other time, your previously created personal Golden Questions will display.

**Note:** If questions other than the defaults are displayed, you have either entered your SSN incorrectly, not yet been initiated in e-QIP, or exceeded the timeframe for logging in after your request was initiated. Please try again. If you continue to experience an issue, you must contact your sponsoring agency for assistance.



## To answer the Golden Questions:

1. Type the answer to each question in the **Answer** field
2. To see the responses as you type, click the checkbox above the questions labeled **Allow me to see my Golden Answers as I type them**
3. Click **Submit**

The screenshot shows a web form titled "WARNING! It is YOUR RESPONSIBILITY to protect the answers to your Golden Questions." The form contains three questions: "What is your LAST name?", "In what CITY were you born? (DO NOT provide the State.)", and "In what four-digit YEAR were you born?". Each question has an "Answer:" field. There is a checkbox labeled "Allow me to see my Golden Answers as I type them" which is currently unchecked. At the bottom, there are "Submit" and "Clear Fields" buttons. A note at the bottom states: "Note: If you entered your Social Security Number incorrectly, click 'Return to Login Screen' to try again."

## 5.4 Create a New Set of Golden Questions (First Login Only)

The first time you log into e-QIP, the three default Golden Questions display. Once you answer these correctly, the system will prompt you to create a set of three new Golden Questions and Answers.

Golden Questions are one of several security measures that have been built into e-QIP to help minimize unauthorized access to your information. Golden Questions enable e-QIP to verify your identity. Create a combination of Golden Questions for which only you will know the correct answers. It is best to use a one word answer to minimize login error.

## To create a new set of Golden Questions:

1. Select a set of questions that only you know the answers to. Keep in mind these guidelines:
  - Do not repeat any of the defaults
  - Questions can be phrases
  - Answers must have at least three characters
  - Capitalization does not matter; spelling and punctuation must match exactly
  - Each answer must be unique
  - You cannot leave a question or answer area blank

The screenshot shows a web form titled "WARNING! It is YOUR RESPONSIBILITY to provide Golden Questions to uniquely identify yourself." The form contains three questions, each with a "Question:" field, an "Answer:" field, and a "Confirm Answer:" field. There is a checkbox labeled "Allow me to see my Golden Answers as I type them" which is currently unchecked. At the bottom, there are "Submit" and "Clear Fields" buttons. A note at the bottom states: "Note: If you do not want to make any changes to your Golden Questions and Answers now, click 'Cancel Changes and Continue'."

**Remember!** It may be several years before you return to the e-QIP system to complete a reinvestigation, so it is recommended that you use responses that you will remember in the distant future.

2. If you wish, click the checkbox above the questions labeled **Allow me to see my Golden Answers as I type them** to see the responses as you type

**Note:** Do not allow anyone to see your computer screen while your answers are on the screen.

3. Type each question into the **Question** field
4. Type the corresponding answer into each **Answer** field
5. Click **Submit**

Help - Cancel Changes and Continue OMB No. 3295-0065

**WARNING!**  
It is YOUR RESPONSIBILITY to provide Golden Questions to uniquely identify yourself.

You can use your Golden Questions to help the e-QIP system verify your identity. By creating a combination of Golden Questions that ONLY YOU can possibly know all of the correct answers to, you are assuring yourself that nobody (including parents, spouses, and close friends) can impersonate you on the e-QIP system. Please take time to carefully consider who else may possibly know the answer to each possible Golden Question you enter. We would suggest creating questions concerning different time periods in your life. PLEASE REMEMBER THAT IT MAY BE 4 OR 5 YEARS BEFORE YOU RETURN TO THE e-QIP SYSTEM! Make sure you create questions you can still answer in the distant future.

**It is YOUR RESPONSIBILITY to protect the answers to your Golden Questions.**

The answers to your Golden Questions serve as your password to the e-QIP system. The fields to enter your answers into are NOT password protected, to allow you to more accurately enter your answers. Do not allow someone to see your computer screen while your answers are on the screen. If someone acquires your answers, they will be able to logon the e-QIP system under your identity, allowing them to see and change your personal data.

Enter new Golden Questions/Answers:

Allow me to see my Golden Answers as I type them.

1	Question:	What is your favorite season?
	Answer:	Summer
	Confirm Answer:	Summer
2	Question:	What is your favorite fruit?
	Answer:	raspberry
	Confirm Answer:	raspberry
3	Question:	What is your favorite pie?
	Answer:	Pumpkin
	Confirm Answer:	Pumpkin

Note: If you do not want to make any changes to your Golden Questions and Answers now, click "Cancel Changes and Continue".

It is your responsibility to remember your Golden Questions. It is also important to protect the answers to your Golden Questions. These are your “password” to the e-QIP system.

**Note:** If you cannot remember the responses to your Golden Questions, or encounter any other issues with logging in, you must contact your sponsoring agency to have them reset your Golden Questions.



## 6 Completing the SF 86

After you have successfully logged into e-QIP by entering your SSN and answering the Golden Questions, you'll see the "Complete an Investigation Request" screen.

1. Verify your personal data displayed at the top of the Select Investigation Request screen.
2. When you are ready to begin completing the form, click the link that says **Enter Your Data**.

**Note:** If you have been sponsored by multiple agencies within e-QIP at the same time, you may have multiple e-QIP request numbers here. Make sure that you select the correct link for the request you want to complete.

### 6.1 Reviewing the Form Completion Instructions

Prior to entering data for the first time, you *must* read the instructions on the "Form Completion Instructions" screen.

1. Confirm that you have read and understand the form completion instructions and disclaimer by clicking **Continue**.

- You will also be shown a disclaimer screen that provides additional instructions required by Executive Order 12968. You *must* indicate that you have read and understand the additional instructions by clicking the corresponding button in order to proceed.

You are now ready to complete your SF 86.

The United States Criminal Code (Title 18, section 1001) provides that knowingly falsifying or concealing a material fact is a felony which may result in fines of up to \$1,000, and/or 5 years imprisonment, or both. In addition, Federal agencies generally hire, or classify, individuals who have materially and adversely affected these forms, and they reserve a part of the personnel records for future placement. Your transformation is a very important consideration in deciding your suitability. Your prospects of placement are better if you answer all questions truthfully and completely. You will have adequate opportunity to explain any information you give us on the form and to make your comments part of the record.

**Disclosure of Information**

The information you give us for the purpose of determining your suitability for Federal employment, will protect it from unauthorized disclosure. The consent, maintenance, and disclosure of background investigation information is governed by the Privacy Act. The agency which requests the investigation and the agency which conducted the investigation have published notices in the Federal Register describing the systems of records in which your records will be maintained. You may obtain copies of the relevant notices from the person who gave you this form. The information on this form, and information we collect during an investigation may be disclosed without your consent as permitted by the Privacy Act (5 U.S.C. 552a) and as follows:

**PRIVACY ACT ROUTINE USES**

- To the Department of Justice when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government in a duty to litigation or has interest in such litigation; and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
- To a court or adjudicative body in proceeding when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government in a duty to litigation or has interest in such litigation; and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
- Except as noted in Question 14, when a record on its face, or in conjunction with other records, involves a citation or potential citation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, particular program statute, regulation, rule, or order issued pursuant thereto, the relevant records may be disclosed to the appropriate Federal, State, local, tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order.
- To any source or potential source from whom information is requested in the course of an investigation concerning the hiring or retention of an employee or other personnel action, or the issuing or retention of a security clearance, contract, grant, license, or other benefit, or other benefit, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.
- To a Federal, State, local, foreign, tribal, or other public authority the fact that this system of records contains information relevant to the retention of an employee, or the retention of a security clearance, contract, license, grant, or other benefit. The other agency or licensing organization may then make a request supported by written consent of the individual for the entire record if so chosen. No disclosure will be made unless the information has been determined to be sufficiently relevant to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.
- To contractors, grantees, experts, consultants, or volunteers when necessary to perform a function or service related to this record for which they have been engaged. Such records shall be required to comply with the Privacy Act of 1974, as amended.
- To the news media or the general public, factual information the disclosure of which would be in the public interest and which would not constitute an unwarranted invasion of personal privacy.
- To a Federal, State, or local agency, or other appropriate entity or individuals, through established liaison channels to selected foreign governments, in order to assist an intelligence agency to carry out its responsibilities under the National Security Act of 1947 as amended, the CIA Act of 1949 as amended, Executive Order 12333 or any successor order, applicable national security directives, or classified information procedures approved by the Attorney General and promulgated pursuant to such statutes, orders or directives.
- To a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
- To the National Archives and Records Administration for records management inspections conducted under 44 USC 2904 and 2906.
- To the Office of Management and Budget when necessary to the review of private relief legislation.

**PUBLIC BURDEN INFORMATION**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Reports and Forms Management Office, United States Office of Personnel Management, 1000 R Street, N.W., Room C-9-500, Washington, D.C. 20415. Do not send your completed form to this address. The OMB No. 3208-0008 is currently valid. OMB will not collect the information and you are not required to respond unless this number is displayed.

I have read and understand the above document.

## 6.2 Tips for Completing the SF 86

- Read the entire form thoroughly and answer the questions truthfully.
- The form was designed to enable you to answer the minimum number of questions necessary for your specific situation. Your responses to a series of **Yes/No** questions will dictate whether you receive additional questions in a given area or advance to the next section.
- Use the **[Tab]** key to navigate through fields and complete the questions. **Do not use** the browser's **Forward** or **Back** buttons or the system will log you out as a security precaution.
- Click the **Reset this Screen** button at any time prior to clicking the **Save** button if you make a mistake and want to start over on a screen. This clears all of the information you entered on that page.
- Click **Save** or **Save/Continue** at the bottom of each page to move forward when you are finished and ready to proceed. Your information will be submitted and the next screen will appear. Continue until all information screens have been completed.
- You may also use the **Navigation** drop-down menu located at the top of the screen to go to any section of the form in any order. Select the section and click **Go**. Then navigate to the specific subsection desired.
- Click the **"Add Optional Comment"** button when it appears to provide additional comments if desired.
- You can review a copy of the form at any time by clicking the **Display** link in the upper left corner.

## 6.3 Avoiding Common Data Entry Errors

The latest electronic version of the SF 86 is designed to be intuitive and clear. Nevertheless, you may find the suggestions below helpful as you complete the form. These suggestions are based on some of the most frequently asked applicant questions. This guide does not cover every question within the SF 86, but highlights some of the commonly questioned items. They are organized by the corresponding section of the SF 86.

### 6.3.1 Section 4 – Social Security Number

- The SSN that you provide in Section four of the form must match the SSN that was used to initiate your request. If they do not match, you must contact your agency representative with the correct SSN. You will not be allowed to continue past Section 4 until the SSNs match.

The screenshot shows the 'SF 86 Section 4 - Identifying Information' form. It includes fields for Name (Last, First, Middle, Suffix), Date of Birth (Month, Day, Year), Place of Birth (City, State, Country), and U.S. Social Security Number. There are also buttons for 'Add Optional Comment', 'Save', and 'Reset this Screen'.

### 6.3.2 Section 9 – Citizenship

- Indicate your citizenship status.
- Indicate whether or not you possess a U.S. Passport.
- If Yes is selected, you will be asked to enter additional information about your U.S. passport.
- A link to the U.S. State Department website is provided in the event that you need assistance in completing this section.

The screenshot shows the 'SF 86 Section 9: Citizenship' form. It includes a section for 'Current citizenship status' with radio button options for U.S. citizen/naturalized status and non-U.S. citizen status. Below this is a section for 'U.S. Passport' with a 'Current or most recent passport' checkbox, a 'Passport number' field, a 'Date issued' field, and an 'Expired?' checkbox.

### 6.3.3 Section 11 – Where You Have Lived

- List the places where you have lived beginning with your present residence and working backward 10 years. There can be no date gaps. Do not list residences before your 18th birthday unless to provide a minimum of 2 years residence history.
- The city, state, and zip code are required for all addresses.
- All contact information must include a physical address. PO Boxes are unacceptable. APO/FPO is allowed.
- If you provide an APO/FPO address, you will be asked to provide physical location data with street address, base, post, embassy, unit, and country location or home port/fleet headquarter.
- For locations outside of the U.S. and its territories, select the country in the “Country” dropdown list and leave the “State” field blank. It is not necessary to enter the United States as the country when the State location is inside the United States.

The screenshot shows the 'Residence Information' section of the e-QIP form. It includes instructions on how to provide accurate address information, a table for 'Dates of activity' with columns for Date, Month/Year, and Est. Pres., a 'Status' section with checkboxes for Own, Rent, Military housing, and Other (Specify), an 'Explanation' text area, and a 'Street address/APO address/FPO address' section with fields for Street, City, State, Zip Code, and Country.

Below are some additional resources that you may find helpful in locating required address information:

- Address information – <http://maps.google.com>
- Zip code lookup – <http://zip4.usps.com/zip4/welcome.jsp>
- Area code lookup – [http://www.nanpa.com/area\\_code\\_maps/ac\\_map\\_static.html](http://www.nanpa.com/area_code_maps/ac_map_static.html)

### 6.3.4 Section 12 – Where You Went to School

- You must go back 10 years. If you did not receive a degree or diploma within this time period, list the last school you attended. There must be no date gaps.

The screenshot shows the 'Section 12: Where You Went to School' form. It includes a 'Dates of activity' section with 'From' and 'To' date pickers. Below that is a 'School type' section with radio buttons for High School, College/University/Military College, Vocational/Technical/Trade School, and Correspondence/Distance/Extension/Online School. The form also has fields for 'Name of school', 'Street address of school' (Street, City, State, Zip Code, Country), and a 'Degree/diploma received?' question with 'Yes' and 'No' options. At the bottom, there is a table for 'Degree/diploma' with columns for '#', 'Degree/diploma', 'Other degree/diploma', and 'Dates awarded' (Month/Year, Est.).

### 6.3.5 Section 13a – Employment Activities – Employment & Unemployment Record

- List all of your employment activities, including unemployment and self-employment beginning with the present and working back 10 years. There must be no date gaps.
- Provide a verifier for any period of self-employment or unemployment. Also, explain any commuting distance discrepancies between employments and residences in the additional comments.

The screenshot shows the 'Section 13a: Employment/Unemployment Information' form. It features a 'Type of employment' section with a list of checkboxes: Active military duty stations, National Guard/Reserve, U.S.P.N.S. Commissioned Corps, Other Federal employment, State Government (Non-Federal employment), Self-employment (include business name and/or name of person who can verify), Unemployment (include name of verifier), Federal Contractor, and Other (explain). At the bottom, there are 'Save', 'Cancel', and 'Reset this Screen' buttons.

- All contact information must include a physical address. PO Boxes are unacceptable. APO/FPO is allowed. For address information refer to: <http://maps.google.com>.

**Employment Information**

Help - Display - Logout      Section 13A: Employment/Unemployment Information      Employment Activity Details      CIVIL No. 2208-0028      Form SF 86

section: [SF 86 Section 13A: Employment/Unemployment Information] Go

**Employment Information**

**Dates of employment**

Date	Month/Year	Est./Pres
From:		
To:		

Type of employment: Other (explain)

Explanation

Work hours:

Fulltime

Parttime

Position title:

**Employer**

List the business name of your employer:

Name of employer:

**Address of employer**

Street:

City:

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State:      Zip Code:

Country:

**Telephone**

Number	Extension

Check box if international or DSN phone number

**Physical Location**

Your actual work address (if different from employer address)

Street:

City:

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State:      Zip Code:

Country:

**Telephone**

Number	Extension

Check box if international or DSN phone number

- If you worked for the same employer on more than one occasion at the same physical address, enter the most recent period of employment first, and then use the Add Additional Period of Activity Button to add the details of the other employment period(s).

**Additional Periods of Activity with this Employer**

Provide Additional Periods of Activity if you worked for this employer on more than one occasion at the same physical location. After entering the most recent period of employment above, provide previous periods of employment at the same location in the additional fields provided below. For example, if you worked at XY Plumbing in Denver, CO, during 3 separate periods of time, you would enter dates and information concerning the most recent period of employment first, and provide dates, position titles, and supervisors for the two previous periods of employment as entries below.

Additional periods of activity with this employer

Not Applicable

#	Dates of employment			Position title	Supervisor
	Date	Month/Year	Est		
1.	From:				
	To:				

Add A Blank Entry

Explanation/reason for leaving

Add Optional Comment

Save    Cancel    Delete    Reset this Screen



### 6.3.6 Section 14 – Selective Service Record

- Males born after December 31, 1959, must list their Selective Service Number.
- If you do not know your Selective Service Number, call 1-847-688-6888 or visit <http://www.sss.gov> to obtain it.

The screenshot shows the 'Section 14: Selective Service Record' form. It includes a header with 'Help - Display - Logout', 'Section: SF86 Section 14: Selective Service Record', and 'OMB No. 3206-0028 Form: SF86'. The main content area has two questions: 'a. Are you a male born after December 31, 1959?' and 'b. Have you registered with the Selective Service System (SSS)?'. Below question 'b', there is a 'Registration number:' field and an 'Explanation' text area. At the bottom, there are 'Add Optional Comment', 'Save', and 'Reset this Screen' buttons.

### 6.3.7 Section 16 – People Who Know You Well

- Provide three people who know you well and who preferably live in the U.S.
- People you include should be friends, peers, colleagues, college roommates, associates, etc., who are collectively aware of your activities outside of your workplace, school, or neighborhood, and whose combined association with you covers at least the last 10 years.
- Do not list your spouse, former spouse(s), other relatives, or anyone listed elsewhere on this form in this section.

The screenshot shows the 'Section 16: People Who Know You Well' form. It includes a header with 'Help - Display - Logout', 'Section: SF86 Section 16: People Who Know You Well', and 'OMB No. 3206-0005 Form: SF86'. The form is divided into several sections: 'Dates known' with 'From' and 'To' date pickers; 'Reference name:' field; 'Relationship to you (Check all that apply):' with checkboxes for Neighbor, Friend, Work associate, Schoolmate, and Other (Explain); 'Explanation' text area; 'Include apartment number, if applicable.' checkbox; 'Home or work address' with fields for Street, City, State, Zip Code, and Country; 'Telephone' with fields for Number, Extension, and Time, and a checkbox for international/DSN numbers; and 'Alternate telephone' with similar fields. At the bottom, there are 'Add Optional Comment', 'Save', 'Cancel', and 'Reset this Screen' buttons.

## 6.3.8 Section 17 – Marital Status

- You must select an option as to current marital status.
- If you are separated from your spouse, provide a separation date and your spouse's current or last known residence.
- You will be prompted to complete additional information based upon your situation.
- A cohabitant is a person with whom you share bonds of affection, obligation, or other commitment, as opposed to a person with whom you live with for reasons of convenience (e.g. a roommate). If applicable, complete the information requested about your cohabitant. If your cohabitant was born outside the U.S., provide citizenship information.

- The Place of Birth field for the spouse, former spouse, and cohabitant will require a country of birth even if a state has already been provided.

### 6.3.9 Section 18 – Relatives

- Select each type of relative applicable to you, regardless if they are living or deceased.
- An opportunity will be provided to list multiple relatives for each type, if necessary.

Help • Display • Logout      Section 18: Relatives  
Section Summary      CRM No. 3205-0005  
Form: SF86

section: SF86 Section 18: Relatives      Go

Give the full name and other requested information, if applicable, for each of your relatives, living or deceased, specified below.

1. Mother
2. Father
3. Stepmother
4. Stepfather
5. Foster parent
6. Child (include adopted and foster)
7. Stepchild
8. Brother
9. Sister
10. Stepbrother
11. Stepsister
12. Half-brother
13. Half-sister
14. Father-in-law
15. Mother-in-law
16. Guardian

**Summary of Relatives**

#	Detail Information
	<input type="button" value="Add an Entry"/>

- Enter the details for each relative. Provide address information, place of birth including state and country of birth, citizenship, contact information, employer information, and any contact with foreign government or military personnel.
- The Place of Birth field will require a country of birth even if a state has already been provided.

Help • Display • Logout      Section 18: Relatives  
Entry Details      CRM No. 3205-0005  
Form: SF86

section: SF86 Section 18: Relatives      Go

Relationship type

If no first name or middle name is used, select No First Name (NFN) or No Middle Name (NMN), as appropriate. If only an initial is used as the first name or middle name, enter the initial (without the period) and select Initial Only (IO). If the person is a "Jr." "Sr." etc., enter the under Suffix.

Full name

	Name	IO/NF/NMN
Last:	<input type="text"/>	
First:	<input type="text"/>	<input type="text"/>
Middle:	<input type="text"/>	<input type="text"/>
Suffix:	<input type="text"/>	<input type="text"/>

Deceased:     Yes  
                   No

Date of birth  
Month/Day/Year    Est.  
 /  /    

Place of birth

City:

Provide Country if outside the United States; otherwise, provide State

State:

Country:

Current address

Street:

City:

Provide Country if outside the United States; otherwise, provide State and Zip Code

State:     Zip Code:

Country:

### 6.3.10 Section 19 – Foreign Contacts

- A foreign national is defined as any person who is not a citizen or national of the U.S.
- You must indicate whether you have or have had close and/or continuing contact with a foreign national within the last seven years with whom you, or your spouse, or cohabitant are bound by affection, influence, common interests, and/or obligation.
  - If you have, you will be prompted to provide additional information.
  - Include associates as well as relatives not previously listed in Section 18 (Relatives).

Section 19: Foreign Contacts  
Section Summary

Question: Do you have or have you had close and/or continuing contact with foreign nationals within the last 7 years with whom you, your spouse, or your cohabitant are bound by affection, influence, and/or obligation? Include associates, as well as relatives, not already listed in Section 18. (A foreign national is defined as any person who is not a citizen or national of the U.S.)

Summary of Foreign Contacts

#	Detail Information
Add an Entry	

Add Optional Comment

Save Reset this Screen

### 6.3.11 Section 20a – Foreign Activities

- You must indicate whether you, your spouse, your cohabitant, or any of your dependent children have EVER had any foreign financial interests such as stocks, property, bank accounts, businesses or investments.
- Exclude financial interests in companies or diversified mutual funds that are publicly traded on a U.S. exchange.
- If you answer “Yes,” you will be prompted to provide additional information.

Item 20A: Foreign Financial Interests

Include stocks, personal property, company shares, investments, or ownership of corporate entities. Exclude U.S.-based fund managers and accounts managed through your employer.

Question 1: Do you have or have you EVER had any foreign financial businesses, foreign bank accounts, or other foreign financial interests of which you have direct control or direct ownership?

If you answered "yes" to question 1, provide the type and amount of funds for each interest.

Direct Foreign Financial Interests

#	Type of financial interest	Amount of funds in U.S. dollars
1.		

Add A Blank Entry

Question 2: Do you have or have you had any foreign financial interests that someone controls on your behalf?

If you answered "yes" to question 2, provide an entry for each interest. Exclude U.S.-based fund managers and accounts managed through your employer.

Indirect Foreign Financial Interests

#	Type of financial interest	Name of party who controls it	Amount of funds in U.S. dollars
1.			

Add A Blank Entry

Question 3: Do you own or have you owned real estate in a foreign country?

If you answered "yes" to question 3, provide an entry for each foreign real estate holding.

Summary of Foreign Real Estate Holdings

#	Detail Information
Add an Entry	

Question 4: Do you receive or have you received any educational, medical, retirement, social welfare, or other such benefits from a foreign country?

If you answered "yes" to question 4, provide an entry for each educational, medical, retirement, social welfare, or other such benefits from a foreign country.

Foreign Benefits

#	Type of benefit	Estimated value in U.S. dollars
1.		

Add A Blank Entry

Add Optional Comment

Save Reset this Screen

### 6.3.12 Section 20b – Foreign Business, Professional Activities, and Foreign Government Contacts

- Indicate whether you have provided any support or advice to an individual associated with a foreign business or organization (not listed as a previous employer) within the last seven years.
- If you answer “Yes,” you will be prompted to provide additional information.

The screenshot shows the SF86 Section 20b form. It includes three questions with 'Yes' and 'No' checkboxes. Question 1 asks about support or advice to individuals associated with foreign businesses or organizations. Question 2 asks about attendance at international conferences, seminars, or meetings outside the U.S. Question 3 asks about advice or services provided to family members who are consultants, employees, or representatives of foreign governments. Each question has a corresponding 'Summary' section with an 'Add an Entry' button.

### 6.3.13 Section 21 – Mental and Emotional Health

- Indicate whether or not you have consulted with a mental health professional in the last 7 years, per the instructions provided on the screen.
- If you answer Yes, you will be prompted to provide the name, address, and phone of the doctor and facility with dates seen.

The screenshot shows the SF86 Section 21 form. It features a main question about consulting with a health care professional in the last 7 years. Below the question, there is a list of reasons for a 'No' answer, including strictly marital/family grief, violence-related issues, and military combat adjustments. A 'Summary of Treatments' section is provided with an 'Add an Entry' button and an 'Add Optional Comment' field. At the bottom, there are 'Save' and 'Reset this Screen' buttons.

### 6.3.14 Section 26 – Financial Record

- Indicate whether or not you have filed a petition under any chapter of the bankruptcy code within the last seven years.
- You must also indicate whether you have encountered any other financial issues within the past seven years.

For the following, answer for the last 7 years, unless otherwise specified in the question. Disclose all financial obligations, including those for which you are a cosigner or guarantor.

Question	Yes	No
a. Have you filed a petition under any chapter of the bankruptcy code? If "Yes," indicate Chapter 7, 11, or 13.	<input type="checkbox"/>	<input type="checkbox"/>
b. Have you had any possessions of property voluntarily or involuntarily repossessed or foreclosed?	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you failed to pay Federal, state, or other taxes, or to file a tax return, when required by law or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>
d. Have you had a lien placed against your property for failing to pay taxes or other debts?	<input type="checkbox"/>	<input type="checkbox"/>
e. Have you had a judgment entered against you?	<input type="checkbox"/>	<input type="checkbox"/>
f. Have you defaulted on any type of debt?	<input type="checkbox"/>	<input type="checkbox"/>
g. Have you had bills or debts turned over to a collection agency?	<input type="checkbox"/>	<input type="checkbox"/>
h. Have you had any account or credit card suspended, charged off, or cancelled for failing to pay as agreed?	<input type="checkbox"/>	<input type="checkbox"/>
i. Have you been evicted for nonpayment of financial obligations?	<input type="checkbox"/>	<input type="checkbox"/>
j. Have you been delinquent on court-imposed alimony or child support payments?	<input type="checkbox"/>	<input type="checkbox"/>
k. Have you had your wages, benefits, or assets garnished or attached for any reason?	<input type="checkbox"/>	<input type="checkbox"/>
l. Have you been counseled, warned, or disciplined for violating terms of agreement for a travel or credit card provided by your employer?	<input type="checkbox"/>	<input type="checkbox"/>
m. Have you been over 180 days delinquent on any debts?	<input type="checkbox"/>	<input type="checkbox"/>
n. Are you currently over 90 days delinquent on any debts?	<input type="checkbox"/>	<input type="checkbox"/>
o. Have you ever experienced financial problems due to gambling?	<input type="checkbox"/>	<input type="checkbox"/>
p. Are you currently delinquent on any Federal debt?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to any question above (a-p), provide the information requested below. For each "Yes" answer, provide the corresponding letters. Answer for the last 7 years, unless otherwise specified in the question. Disclose all financial obligations, including those for which you are a cosigner or guarantor.

Summary of Occurrences

Detail Information

Add Entry

Add Optional Comment

Save Reset this Screen

- You will be prompted to complete additional required sections based upon your responses.
- When prompted, provide information for the timeframe mentioned in each specific question.
- List all debts past-due, if applicable. Include reasons for the past due status, amounts owed, and whether or not you have satisfied the issue. If you are working on the issue with a creditor, please explain when the debt will be paid.

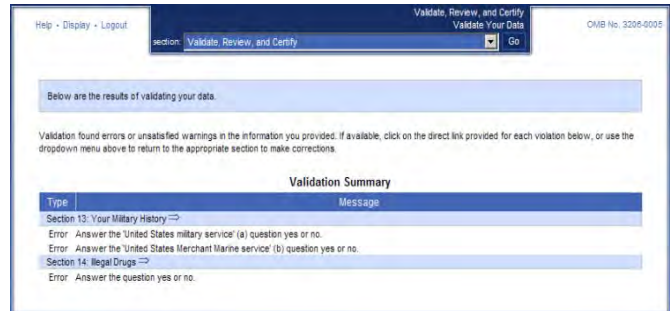
### 6.4 Handling Error Messages and Warning

In order to ensure the completeness of your data, a validation routine runs each time you click **Save** or **Save/Continue**. The validation routine will point out any Errors or Warnings and provide detailed instructions on how to satisfy each missing item. You will only receive validation messages if you have not answered a question appropriately.

*For example:* The required input for a telephone number is 10 numeric digits. If you enter anything less or greater than 10 digits, or entered a non-numeric character, the validation will reject your data and show an error at the top of the screen explaining the issue and prompting you to make a correction.



- For validation “**Error**” messages, please follow the instructions that the Error message provides you on the screen.
- You may correct your data by scrolling to the appropriate field and making your corrections.
- Click the **Save** button at the bottom of the page to save your changes.
- Error messages must be corrected before final validation and certification occurs.
- For validation “**Warning**” messages, you should provide the requested information.
- In some cases you may check the box “**I do not know this information,**” if applicable. If so, an additional explanation is required if the check box is used.
- After choosing an action, click the **Save** button to save your changes.
- Warning messages must be corrected before final validation and certification occurs.
- When you reach the Validate, Review and Certify section towards the end of the SF 86, a list of Errors and Warnings may appear here if any issues were not corrected.
- When the validation results show no more Errors or Warnings, click **Continue**.



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## 6.5 Validating, Reviewing, and Certifying the SF 86

When you are satisfied that your form is complete and no validation errors are present, you have the option of reviewing a display copy of your form before certifying it. You can also review the Display copy at any time as you complete the form.

### To review the form before certifying:

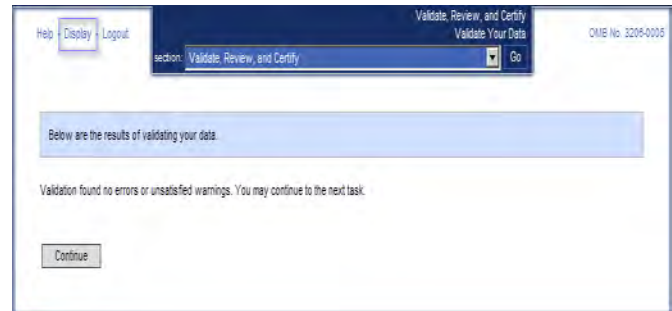
1. Click **Display** in the upper left corner of the next screen to view the document. An html document will open in a separate browser window. When you have finished reviewing the form, close the window.
2. You may navigate back to previous sections of the form at this time if you need to make any changes.
3. If you do not have any changes, click **Continue**.
4. Again, if you do not have any changes to the information you previously provided, click **Certify Investigation Request** button to complete your form.

**Important!** Once you certify the form, your answers will be locked and the form will become unavailable for editing. You will be unable to make any further changes.

5. A pop-up dialog box displays informing you that the process will take 20-30 seconds.
6. Click **OK**.

**Note:** Do not click the Certify Investigation Request button more than once.

*Follow the instructions provided carefully on the next few e-QIP screens in the order that they are provided. Once you certify your form, there are a few additional steps before you can release the information to your sponsoring agency.*



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## 6.6 Completing the Signature Release Forms

The final release of your request is completed in several steps.

- Print or save an Archival Copy of the entire form
- Print the signature forms that you will sign and send to your sponsoring agency
- Add attachments
- Release and transmit the investigation request to the requesting agency

### 6.6.1 Step One: Instruction for Signature Pages, Attachments, and Archival Copy

Review the instructions for printing the signature pages, attaching files and printing a copy for your records.



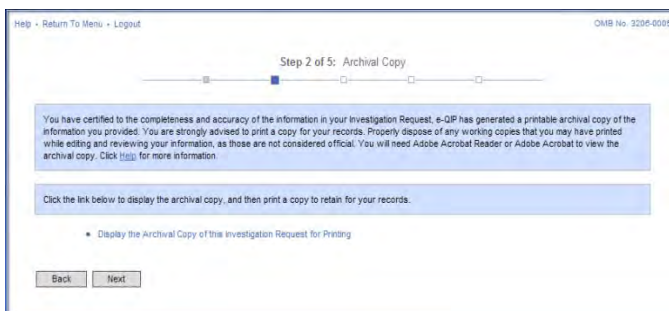
### 6.6.2 Step Two: Archival Copy

Print and/or save an electronic copy of the information you provided on the SF 86 for your records. If you do not have printer access, logout of e-QIP and go to a computer with printer access. Then log back into e-QIP to print the forms.

To save an electronic .pdf version of this Archival Copy, you may right-click on the link shown “Display the Archival Copy of the Investigation Request for Printing” and follow the steps to save the document in an appropriate location.

1. To print, click **Display the Archival Copy of this Investigative Request for Printing**. The archival copy will open in Adobe Reader.

**Note:** The archival copy and signature pages display as PDF files. You must have the free Adobe Reader to view them. You can download Adobe Reader from <http://www.adobe.com/products/acrobat/readstep2.html>



2. In the Adobe Reader software, click the **print icon**.
3. Close the Acrobat Reader window by clicking the **X** button in the upper right corner.
4. You may also save an electronic copy of this .pdf file for your records.
5. You must print and/or save the Archival Copy at this point, as you will not be able to access it at a later time once you release the form.

### 6.6.3 Step Three: Signature Forms

Signature Forms are a required part of an investigation as they authorize your Investigation Service Provider (ISP) to obtain necessary information. These are the forms you must sign and then send to your sponsoring agency by fax, mail or uploading via e-QIP. You must follow instructions provided to you by your sponsoring agency as to which option to choose to transmit these signature forms to them.

**Note:** The Fair Credit Report is a release form that must be submitted with all SF 86 forms to allow requests for credit checks and other financial data.

1. Click the **Signature Forms** link displayed under Step Two Signature Forms for Printing.
2. This will open the signature pages in a separate window.
3. If you do not have printer access, logout of e-QIP and go to a computer with printer access. Then log back into e-QIP to print the forms.

4. In the Adobe Reader software, click the **print icon**.
5. Sign and date the release forms and certification statement:
  - a. Use black ink
  - b. Sign your name exactly as it appears in e-QIP (e.g., "John David Smith")
  - c. Sign and date inside the signature box
  - d. Any corrections or overwrites must be completed using a new signature form or by drawing a single line through the error and initialing the correction
6. Close the Acrobat Reader window by clicking the **X** button in the upper right corner.

## 6.6.4 Step Four: Upload or Fax Attachments

The attachments are the Signature Forms and any other information, such as a resume, that you would like to provide your sponsoring agency as a part of your investigation. Because there are multiple options, you must follow instructions provided to you by your sponsoring agency as to which option to choose to submit these attachments to them.

**Note:** Contact your sponsoring agency if you have any questions or need fax numbers or mailing addresses.

e-QIP has multiple attachment options. You could:

- Fax attachments to e-QIP directly by printing a bar-coded cover sheet for each item and then faxing to the number listed on the cover sheet.
- Upload documents you have scanned or saved to your computer directly.
- Fax documents to the sponsoring agency's fax machine, if they provided you a number.
- Send documents through regular mail to the address your sponsoring agency provided you.

1. Select **Yes** or **No** to indicate if you want to work with attachments
2. Click **Next**

Help - Return To Menu - Logout OMB No. 5200-0005

Step 4 of 5: Attachments Summary

Use the following methods for attachments for your Investigation Request.

- Upload File - Upload to e-QIP Directly - scan and electronically upload directly to your e-QIP request (must be done before releasing the request)
- Direct Fax - Fax Attachment to e-QIP Directly - print a cover sheet and fax to the telephone number listed on the cover sheet (must be done before releasing the request)
- Expected - Regular Fax, Mail, or Other - if not using one of the two methods above, indicate how you plan to send each attachment

Directly Attached / Expected Attachments

The following documents and/or files have been associated with your Investigation Request.

Name/Description (file name)	Method	Action
No records were found to display		

Refresh

Question

Do you have a document and/or file that you would like to associate with this request?

Yes No

Back Next

**One option is to upload a file:**

1. Select **Upload File**
2. Click **Next**

Help - Return To Menu - Logout OMB No. 5200-5005

Step 4 of 5: Add Attachment Method

Use any of the following methods to provide attachments for your Investigation Request.

- Upload File - Upload to e-QIP Directly - scan and electronically upload directly to your e-QIP request (must be done prior releasing the request)
- Direct Fax - Fax Attachment to e-QIP Directly - e-QIP offers an automated fax solution to attach a fax to your Investigation Request. Print a cover sheet and fax to the telephone number listed on the cover sheet (must be done prior releasing the request)
- Expected - Standard Fax, Mail, or Other - if not using one of the two methods above, indicate how you plan to provide each attachment

	Upload File	Direct Fax	Expected
Specify method to be used to provide your attachment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back Next



3. Click **Choose File**
4. Select the file you want to upload
5. Ensure the file shows up in the attachment block and type a description in the **Description** field
6. Click **Upload Attachment**
7. Repeat to add other attachments

**Another option is to fax attachments directly to e-QIP:**

1. Select **Direct Fax**
2. Click **Next**

3. In the Fax Attachments to e-QIP Directly section, enter the number of pages for your document. Do not include the fax cover sheet in your number
4. Each separate Signature Form or other document you are attaching must be itemized separately and each has its own fax cover sheet
5. Type your phone number into the **Sender's Contact #** field
6. Click **Create Fax Cover Sheet**



This will create a fax cover sheet that will include your Request Number, Contact information, and a Barcode which will route the attachment to the correct Request in e-QIP.

**Note:** The fax cover sheet is active for only seven days. You will not be able to fax that cover sheet after that date has expired.

7. Print the fax cover sheet
8. Fax the cover sheet and the indicated document to the number provided on the cover sheet
9. Again, each separate item must have its own fax cover sheet

**OFFICIAL USE ONLY**


Request ID: 71750  
 Applicant Name: FUDD, ELMER SAMPLE  
 Attachment Type: (APP)  
 Attached Pages (Excluding Cover Sheet): 2  
 Sender Contact #: 555-111-1234  
 Cover Sheet is Invalid After: May 12, 2011 at 16:12 EDT

**Instructions:**

1. Print this cover sheet. The barcode (below) must print as a black and white image.
2. Put cover sheet on top of the corresponding document.
3. Fax cover sheet and document to (555) 555-0101.
4. If successful, the fax will be attached to the Request ID specified at the top of this page.
5. If the faxed attachment does not show up within ten minutes in the "Directly Attached" list and your fax machine indicates that the fax was successfully sent, contact the agency that initiated your Investigation Request.

**DISCLAIMER**  
 THE DOCUMENTS ACCOMPANYING THIS FAX TRANSMISSION MAY CONTAIN SENSITIVE INFORMATION WHICH IS PRIVILEGED AND IS BEING PROVIDED FOR OFFICIAL GOVERNMENT USE ONLY AND IS PROTECTED FROM UNAUTHORIZED DISCLOSURE BY THE PRIVACY ACT.

IF YOU HAVE RECEIVED THIS TELECOPY IN ERROR, PLEASE IMMEDIATELY NOTIFY THE SENDER AT 555-111-1234 TO ARRANGE FOR RETURN OF THE ORIGINAL DOCUMENTS TO THE SENDER.



**OFFICIAL USE ONLY**

If the attachment is faxed successfully, it will appear in the Attachments Summary.

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Step 4 of 5: Attachments Summary

Use the following methods for attachments for your Investigation Request:

- **Expected:** Regular Fax, Mail, or Other - indicate how you plan to send each attachment

Existing Attachments				
Name/Description	Pages	Method	Action	
Signature Page	2	Faxed	<input type="checkbox"/>	<input type="button" value="Delete"/>
Misc	2	Other	<input type="checkbox"/>	<input type="button" value="Delete"/>

**Question** Yes No

Do you have an additional document and/or file that you would like to associate with this request?  Yes  No

**Another option is to send items by regular fax or mail:**

1. Select **Expected**
2. Click **Next**

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Step 4 of 5: Add Attachment Method

Use any of the following methods to provide attachments for your Investigation Request:

- **Upload File:** Upload to e-QIP Directly - scan and electronically upload directly to your e-QIP request (must be done prior releasing the request)
- **Direct Fax - Fax Attachment to e-QIP Directly:** e-QIP offers an automated fax solution to attach a fax to your Investigation Request. Print a cover sheet and fax to the telephone number listed on the cover sheet (must be done prior releasing the request)
- **Expected:** Standard Fax, Mail, or Other - if not using one of the two methods above, indicate how you plan to provide each attachment

**Specify method to be used to provide your attachment?** Upload File Direct Fax Expected

3. Provide a description for your attachment
4. Indicate how many pages it is
5. Select a method of transmission
6. Click **Add Expected Attachment**

### 6.6.5 Step Five: Release and Transmit the SF 86 Form

**Important!** You will not be able to access your investigation forms after you click “Release Request/Transmit to Agency.” Be sure you have printed and/or attached all required forms, including signature forms, before clicking “Release Request/Transmit to Agency.”

1. Click **Release Request/Transmit to Agency**

If the confirmation screen appears, you are logged out of e-QIP and your information has been transmitted to your sponsoring agency

**Congratulations!** You have completed and submitted your investigation request.

If you have any questions about your investigation status, please follow up directly with your contact at your sponsoring agency.

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## 7 What happens next?

Your sponsoring agency will carefully review your submitted SF 86. In the event that your information or attachments are incomplete, the sponsoring agency may return the information you provided in e-QIP and contact you to make corrections to the form.

In the event you are contacted to make corrections to your form, you will need to:

- Log into e-QIP
- Review the details of the request and make corrections via the e-QIP system
- Re-certify and print a new archival copy of the form
- Print, sign and attach new signature pages
- Re-release your form to the agency

Once the investigation has been scheduled, you may be contacted by an investigator to schedule your personal interview, if required. For the interview, you will be required to provide photo identification, such as a valid state driver's license. You may be required to provide other documents to verify your identity, as instructed by your investigator.



**UNITED STATES**  
**OFFICE OF PERSONNEL MANAGEMENT**  
Federal Investigative Services – Agency Training & Oversight  
1900 E. Street, NW  
Washington, DC 20415