United States Office of Personnel Management

Completing the 2010 SF 86 in e-QIP

July 2012

Table of Contents

1   Introduction

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.

1.1   What is the SF 86?

The Standard Form 86, "Questionnaire for National Security Positions" is intended specifically for use in requesting investigations for persons seeking to occupy positions designated as National Security "Sensitive."

The SF 86 is a permanent document that may be used as the basis for future investigations, eligibility determinations for access to classified information or to hold a sensitive position, suitability or fitness for Federal employment, fitness for contract employment, or eligibility for physical and logical access to federally controlled facilities or information systems. Your responses to this form may be compared with your responses to previous SF 86 questionnaires.

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.

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.

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 first answer a series of unique questions about basic demographic information they provided to the agency. After successfully answering these questions, users must create a unique username and password. Finally, they must create a set of three challenge questions that they'll need to respond to in the event they need to reset their password.
- 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

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 16th birthday, whichever is shorter. In most categories the instructions will state that you should not list information before your 18th birthday unless necessary to provide a minimum of two years history. Please follow the specific instructions for each question on the SF 86.

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.
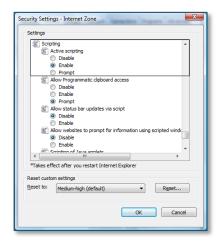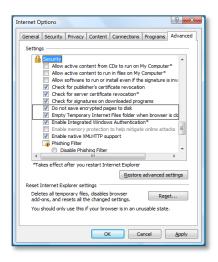
4.1   Configuring Internet Explorer

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. Select **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**
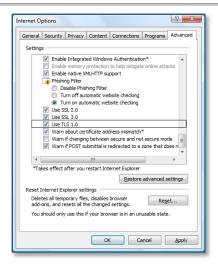
12. Select **OK**.

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. Select **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**

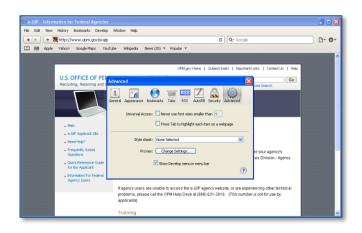d. **Remember what I have downloaded**

10. Select **OK**

4.3 Configuring Apple – Safari

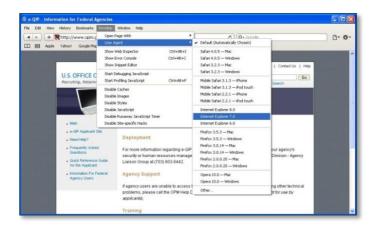Use the following instructions to configure your Safari browser to access e-QIP:

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. Select **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 www.opm.gov/investigations/e-qip-application 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.

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: www.opm.gov/investigations/e-qip-application

    The e-QIP Application Page will appear.

2. Select the button labeled **Enter e-QIP Applicant Site,** or select the **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. Select **Continue**

5. If a Security Alert dialog box displays, select **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. If you have already created an e-QIP account, type in your username and password, then select **Submit**

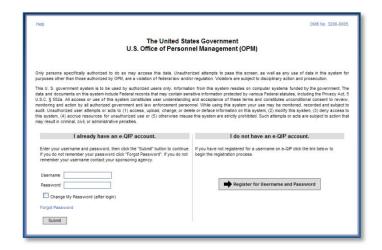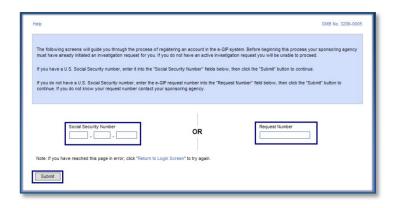2. If this is your first time in e-QIP, select **Register for Username and Password**

3. If you have a Social Security Number (SSN):
   a. Type your SSN into the **Social Security Number** field
   b. Press the **[Tab]** key to move to the next SSN field
4. If you do not have an SSN and have been initiated, type your Request ID number into the **Request Number** field

   Note: Contact your sponsoring agency if you have not received your Request ID number.
5. Select **Submit**

   Note: If you get an error message on entering your SSN or Request ID number, you have either entered the number 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.

5.3 Answer the Default Golden Questions

If you entered your SSN correctly, you should next see a screen that asks you to answer three authentication questions, called "Golden Questions." These ask for your **last name**, **city of birth**, and **year of birth**.

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. Select **Submit**
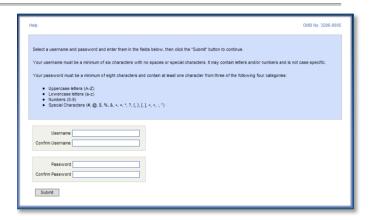
5.4   Create a Username and Password

After you answer the default Golden Questions correctly, the system will prompt you to create a username and password. You'll use these to log into e-QIP for all future attempts.

To create a username and password:

1. Type a username of at least six characters into the **Username** and **Confirm Username** fields

2. Type a password of at least eight characters into the **Password** and **Confirm Password** fields

   Note: Your password must contain one character from three of the following four categories:

   - Uppercase letters (A-Z)

   - Lowercase letters (a-z)

   - Numbers (0-9)

   - Special Characters (#, @, $, %, &, +, = * ? {, }, [,], <, >, :, ")

3. Select **Submit**

5.5   Create a Set of Challenge Questions

The last step in setting up your e-QIP account is to create a set of Challenge Questions. In the event you forget your password, you'll be prompted to answer the Challenge Questions before being allowed to reset it yourself.

   Note: In the event you forget both your username and password, contact your sponsoring agency to have your account reset. After your account is reset, you will need to answer the default Golden Questions again, create a new username and password, and create a new set of Challenge Questions. Keep in mind that, in this situation, you may reuse your username but the password must be completely new.

To create a set of Challenge Questions:

1. For each of the three question fields:

   a. Select a question from the **Question** drop-down list box

   b. Type the answer into both the **Answer** and **Confirm Answer** fields

2. If you wish, select the checkbox above the questions labeled **Allow me to see my Challenge 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. Select **Submit**

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 questions and answers that you will remember in the distant future.

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

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

6   Completing the SF 86

After you have successfully logged into e-QIP, you'll see the "Complete an Investigation Request" screen.

1. Verify your personal data displayed at the top of the Complete an Investigation Request screen.

2. When you are ready to begin completing the form, select 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 "Instructions for Editing Your Form Data" screen. 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 selecting the corresponding button in order to proceed.

Confirm that you have read and understand the form completion instructions by confirming the "SF 86 Statement of Understanding."

1. Select **Yes**

2. Select **Save**

You are now ready to complete your SF 86.

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
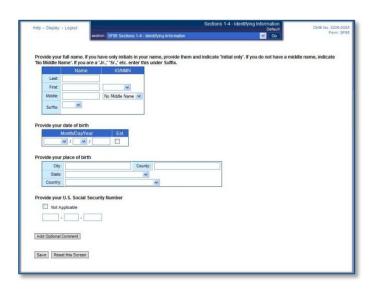
will dictate whether you receive additional questions in a given area or advance to the next section.

- 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.
- Select the **Reset this Screen** button at any time prior to selecting 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.
- Select **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 select **Go**. Then navigate to the specific subsection desired.
- Select 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 selecting 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.
- If you were initiated without an SSN, select the **Not Applicable** checkbox.

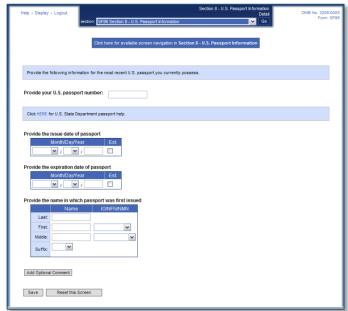### 6.3.2 Section 8 – U.S. Passport Information

- Indicate whether or not you possess a U.S. Passport.

- If you select Yes, 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.
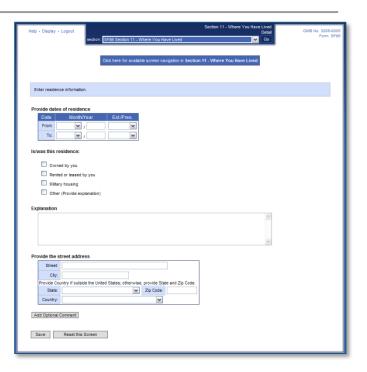
6.3.3 Section 9 – Citizenship

- Indicate your citizenship status.

6.3.4 Section 11 – Where You Have Lived

- List places 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.

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
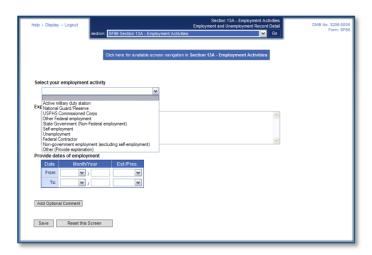
6.3.5 Section 12 – Where You Went to School

- You must go back 10 years. If you did not receive a degree or diploma within this time period, you will be asked to list the last school you attended.

6.3.6 Section 13a – Employment Activities – Employment & Unemployment Record

- Enter information for 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 conflicting employment locations and residences in the additional comments.

- 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.

- 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 section to add the details for the other employment period(s).

6.3.7 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.

6.3.8 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.

6.3.9 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.

- If you choose the status "Never Married," the Cohabitant question will appear.

- 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.

6.3.10 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.

- 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.

6.3.11 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).

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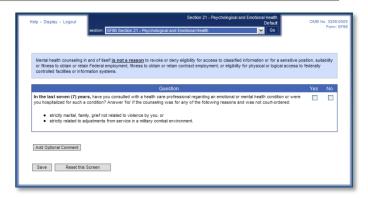
6.3.13 Section 20b – Foreign Business, Professional Activities, and Foreign Government Contacts

- 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.

6.3.14 Section 21 – Psychological 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.

- If you answered Yes to Question 21, you must submit an "Authorization for Release of Medical Information" Signature Form with your request that will be generated after form certification.

6.3.15 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 and will be specifically prompted by additional questions.

- 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.

- When listing past due debts, include reasons for the 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.

- Select 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 you do select this check box, you must provide an additional explanation.

- After choosing an action, select 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, select **Continue**.

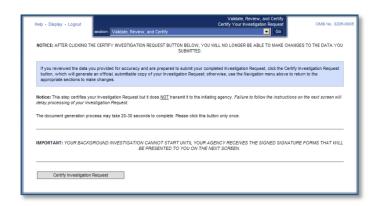## 6.5 Validating, Reviewing, and Certifying the SF 86

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. Select **Display** in the upper left corner of the next screen to view the document. A .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, select **Continue**.

4. Again, if you do not have any changes to the information you previously provided, select **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. Select **OK**.

   Note: Do not select 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.

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. If given the capability within e-QIP sign some forms electronically
- Add any hardcopy signature forms as 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.
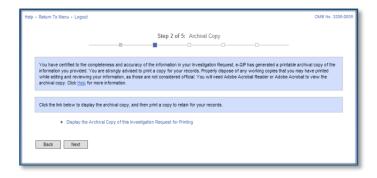
6.6.2 Step Two: Archival Copy

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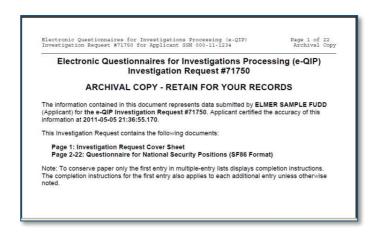
To save an electronic .pdf version of the Archival Copy, you may right-click on the link "Display the Archival Copy of the Investigation Request for Printing" and follow the steps to save the document in an appropriate location.

1. To print, select the line **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, select the **print icon**.

3. Close the Acrobat Reader window by selecting 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 electronically or hardcopy. If signing hardcopy, you must send them 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. Select 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, select 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
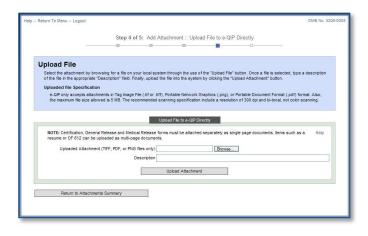2. Select **Next**

One option is to upload a file:

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

3. Select **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. Select **Upload Attachment**

7. Repeat to add other attachments

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

1. Select **Direct Fax**

2. Select **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
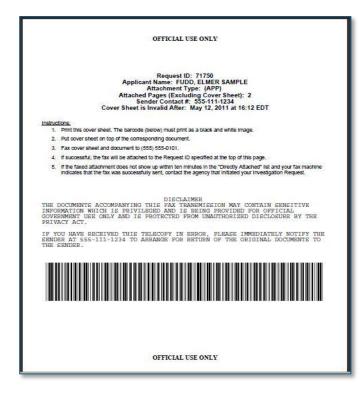
6. Select **Create Fax Cover Sheet**

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

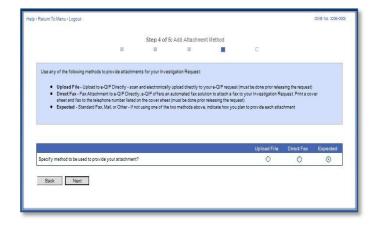9. Again, each separate item must have its own fax cover sheet

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

Another option is to send items by regular fax or mail:
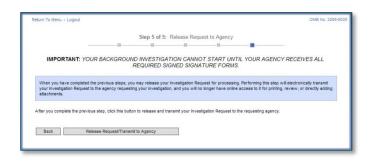
1. Select **Expected**

2. Select **Next**

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

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
- Answer all Yes/No questions again
- 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