

e-QIP - How to Avoid Common Mistakes that Lead to Investigation Request Rejection

- Accessing e-QIP:** Open your Internet Browser. **Go to:** <http://www.opm.gov/e-QIP/> Read and follow all directions, and fill out the questionnaire completely.
- Account help:** For e-QIP assistance, call the DOD help line at 1-888-282-7682, and press 5.

IMPORTANT ADVICE / COMMON MISTAKES:

- All contact information must include a physical address. A PO Box is unacceptable. APO/FPO are allowed.
- **Employment:** Make sure to list the current company requiring your clearance as your present employer with job location and present supervisor at that site.
- **Selective Service:** Males born after Dec. 31, 1959 must list Selective Service Number. Note, this number is different than your Social Security Number. If you need your Service Number call 1-847-688-6888 or visit <http://www.sss.gov/> to obtain it.
- **List ALL relatives:** Mother, father, spouse, children, siblings, in-laws, etc.
- **For Adult Living with You:** If bound by affection, i.e. girlfriend, boyfriend, etc, list their SSN under the notes section for them.
- **Places Lived and Employment History:** Must go back 7 yrs for NACL/Secret or 10 yrs for SSBI/Top Secret.
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
- **Education History:** Must go back 7 yrs for NACL/Secret or 10 yrs for SSBI/Top Secret. If no degree or diploma received within this time period, still list the last school attended.
- **Must not have any date gaps.**
- **Must list all debts past-due (if applicable):** List reasons, if paid or not, and when going to be paid.
Additional personal financial information - <http://www.ftc.gov/freereports>
- **Credit Issues:** If listed, please list amounts, dates and whether you have satisfied these issues. If you are working on this with a creditor, please explain.
- **For periods of Unemployment:** Must say if you collected unemployment compensation - Yes or No. If Yes, list Unemployment office contact information and list someone other than yourself to verify unemployment.
- **Personal Reference:** At least one must go back 7 yrs for NACL/Secret or 10 yrs for SSBI/Top Secret.
- **Mental Health:** If listed that you consulted with a Mental Health Professional, please list the name, address, and phone of the doctor and facility with dates seen in the notes section.
- Save or print Archival Copy for your records.

NEW RELEASE FORM REQUIREMENTS:

- Applicant must sign the name exactly as it appears in e-QIP. (Ex: "John David Smith") The release forms needs to be signed and completed with the full name as it is in e-QIP.
- When signing, the applicant must sign the signature forms inside the box. Try to avoid signing outside the box, as there is an optical reader that scans the fax copy into the e-QIP system.
- 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.

COMPLETION:

- After completing the release forms and e-QIP has validated your questionnaire you will be returned to the main menu. At this time you will need to scroll down and hit the "Release Request/Transmit to Agency." A pop-up window will appear asking if you "are sure you want to release to requesting agency" Click OK.

For further information on the clearance process, see the link below or contact your Facility Security Officer.
https://www.dss.mil/GW/ShowBinary/DSS/psco/indus_psc_process_applicant.html