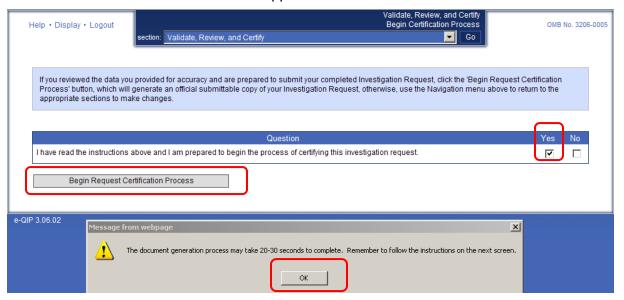
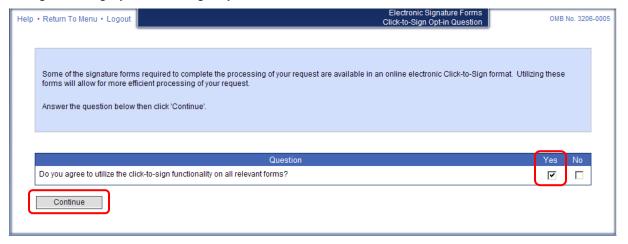


After completing Standard Form 86, you must complete additional forms, certify that your answers are true and release your investigative information to the Environmental Protection Agency (EPA).

- 1. In the "Validate, Review, and Certify" section, click the **Yes** check box.
- Click the Begin Request Certification Process button.
- A pop-up appears alerting you that document generation may take 20 to 30 seconds.
 Click **OK** and wait until the next screen appears.



To agree to sign your form digitally, click the Yes check box and then click Continue.



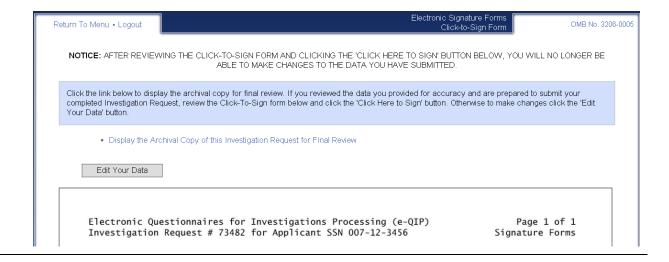
Note: If you click "No," you must print and sign these documents. They you'll need to scan and upload these pages into e-QIP (see Steps 19-23 in this document). To fax or mail these documents, refer to Important Instructions for Completing Security Forms.



5. To view your Certification Page for signature, type your **e-QIP password** and click **Continue**. (If you have forgotten your password, call (202) 564-7912.)



- 6. If your information is ready to submit to the EPA, go to Step 7.
 - If you'd like to review the data you provided for accuracy, click the **Display the Archival Copy of this Investigation Request for Final Review** link. (A copy of the information you entered into e-QIP opens in a new browser window/tab. This version is for review; you will be presented with a final copy for your records later in this process.)
 - If you need to edit your information, return to the other browser window/tab and click the "Edit Your Data" button, navigate to the correct section of the form, and update the information. (If you need to edit information, begin these instructions at Step 1 again.)





7. When you are ready to certify that your answers are true, click the **Click Here to Sign** button within the signature block of your Certification page.

Questionnaire for National Security Positions (S	SF86 Format)
Certification	
My statements on this form, and on any attachments to it, are true, complete, and correct to made in good faith. I have carefully read the foregoing instructions to complete this form. I statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). misrepresenting, or falsifying information may have a negative effect on my security cleara to and including denial or revocation of my security clearance, or my removal and debarmed.	understand that a knowing and willful false I understand that intentionally withholding, nce, employment prospects, or job status, up
Signature (Sign in ink)	Date (mm/dd/yyyy)

8. To retain a copy of this digitally signed Certification page, click the **Download Click-to-Sign Receipt** link. A copy of your digitally signed Certification page appears in another browser window/tab. Save it as you wish. (This is the only opportunity you will have to save or print a copy of the Certification page.)

Click Continue.

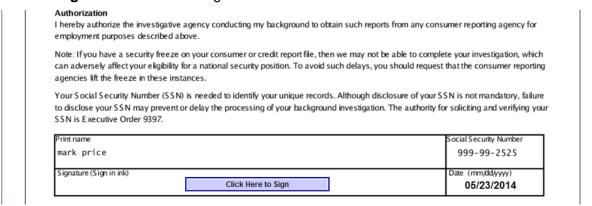


Enter your e-QIP password again to view and sign your "Fair Credit Reporting Release."Click Continue.





10. The "Fair Credit Reporting Release" appears. When you are ready to sign, click the **Click Here to Sign** button within the signature block.



11. To retain a copy of this digitally signed "Fair Credit Reporting Release," click the **Download Click-to-Sign Receipt** link. A copy of your digitally signed release page appears in another browser window/tab. Save it as you wish. (This is the only opportunity you will have to save or print a copy of the Release page.)

Click Continue.



Enter your e-QIP password again to view and sign your "General Release" form.
 Click Continue.





13. The "General Release" form appears. When you are ready to sign, click the **Click Here to Sign** button within the signature block.



14. To retain a copy of this digitally signed General Release page, click the **Download Click-to-Sign Receipt** link. A copy of your digitally signed release page appears in another browser window/tab. Save it as you wish. (This is the only opportunity you will have to save or print a copy of the Release page.)

Click Continue.



15. You must complete and sign a "Medical Release" only if you answer "yes" to Section 21.1 on your e-QIP investigative form.

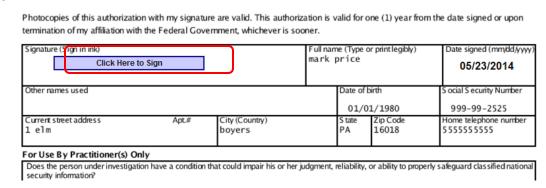
Enter your **e-QIP password** again to view and sign your "General Release" form.

Click Continue.

Return To Menu • Logout Re-Authenticate	OMB No. 3206-0005
Enter your password, then click the "Continue" button.	
Enter Password ••••••	
Continue	



- 16. The "Medical Release" form appears. (If the form does not appear, move to Step 18.)
 Take one of the following actions:
 - If you do not need/do not wish to sign this form, scroll to the bottom and click the
 Continue Without Signing button. (If, however, it is required for your investigation, your
 agency will not be able to process the investigation until it obtains the "Medical Release"
 from you.)
 - To digitally sign the "Medical Release" form, click the **Click Here to Sign** button within the signature line.



To retain a copy of this digitally signed "Medical Release," click the **Download Click-to-Sign Receipt** link. A copy of your digitally signed release page appears in another browser window/tab. Save it as you wish. (This is the only opportunity you will have to save or print a copy of the Release page.)

Click Continue.





17. When you have signed all applicable forms, you will receive instructions for releasing this information to your sponsoring agency. You must complete the following steps so the EPA can process your investigation.

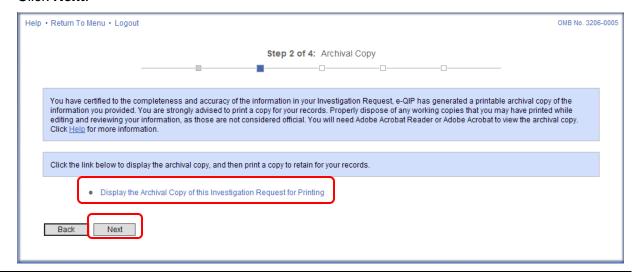
Click Next.



18. This screen gives you the opportunity to view, save and/or print an archival copy of your investigative information. It is recommended that you save or print a version for your own records.

Click the **Display the Archival Copy of this Investigation Request for Printing** link to view and then save or print your archival copy.

Click Next.

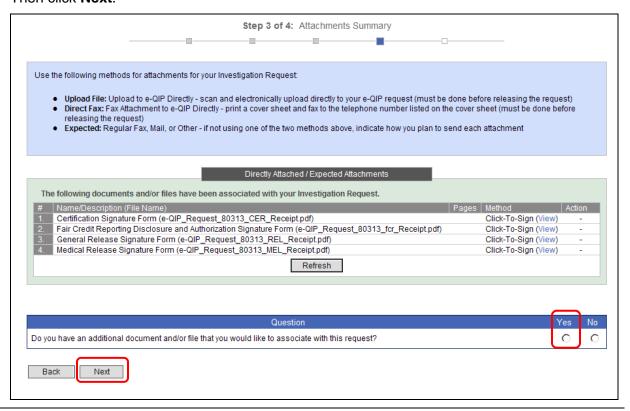




19. The pages that you digitally signed are automatically attached to your Investigations Request.

To attach additional documents, described in Step 2 of the email you received from the EPA Personnel Security Branch, click **Yes**.

Then click Next.

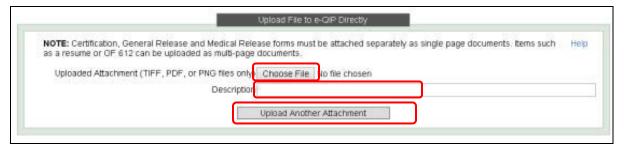


20. Click Upload File.

Click Next.

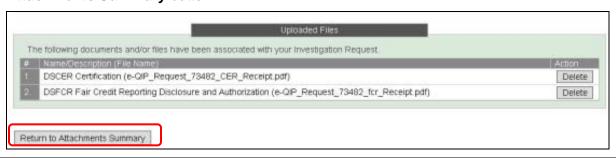


21. Follow instructions to **upload files** from your computer.



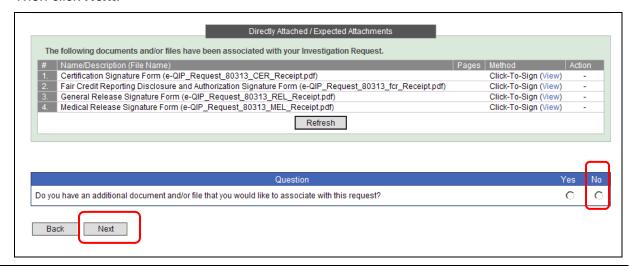


22. When you've uploaded all of the additional documents requested, click the **Return to Attachments Summary** button.



23. If you have no other documents to upload, click No.

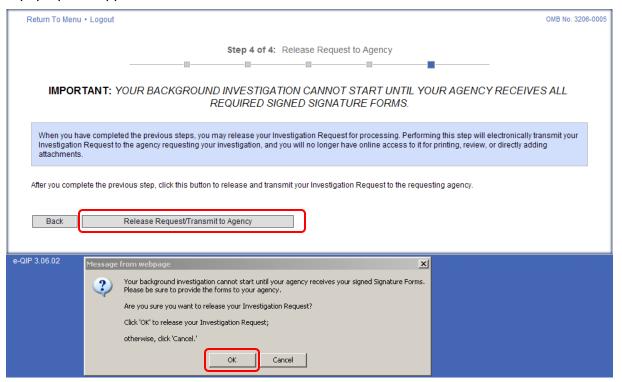
Then click Next.





24. Click the Release Request / Transmit to Agency button.

A pop-up box appears. Click OK.



25. Your investigation has been released to the EPA. We will contact you if additional information is needed.

