Important Instructions for Completing Security Forms

The Office of Personnel Management (OPM) is very particular about how standard forms and additional required documents are completed. **All questions must be answered, and all responses must be complete.**

Below are instructions and tips to help you avoid common problems.

Registration Codes/PINs and Lockouts
To register in e-QIP, you need a 14-character registration code/personal identification number (PIN). It's important that you **enter the PIN exactly** as it was given to you. After three attempts, you will be locked out of the e-QIP system. For questions about PINs or if you are locked out, call (202) 564-7912.

Standard Forms 85, 85P or 86

1. **Read instructions carefully** and **answer ALL questions**—and all parts of questions. Avoid checking, "I don't know the requested information." If your answers are incomplete or left blank, OPM will return the form to the EPA Personnel Security Branch (PSB). Determine an appropriate response. Your on-boarding process may stall until a sufficient answer is provided.

2. **When you respond to your initial Golden Questions (last name, city of birth** and **four-digit year of birth**), please use **ALL CAPITAL LETTERS**. When you are then prompted to create a *new* set of Golden Questions, you may use any configuration of uppercase and/or lowercase letters you wish.

3. **Be sure to remember the e-QIP password you create.** You will need it to digitally sign certain pages of the document.

4. Where asked (list of relatives, references, etc.), be sure to include **complete street addresses** and **phone numbers** for the people you list.

5. If you are completing the **SF 85P** form, you do **not** need to sign the "Authorization for Release of Medical Information."

Employment

6. Dates of unemployment should not overlap with dates you are employed.

7. If you are or have been self-employed or unemployed, you **must** provide supporting information, including the name of **someone other than yourself** who can verify your unemployment or self-employment.

8. Status as a full-time student does **not** count as employment. Select "unemployment" unless you are or were being paid in exchange for a service, such as a graduate assistant, lab assistant, resident assistant, etc.

9. Retirement does not count as employment; choose "unemployment."

Selective Service—All Males Must Answer

10. If you are male, you **must** answer the **Selective Service** question. If you do not know your Selective Service number, verify it on the Selective Service website or call 1-888-655-1825.

General Information

11. Relatives, spouses or former spouses can only be used to verify unemployment; they are not valid verifiers for any other items on the form.

12. In the residence section, list where you resided at the time; do not list your permanent address. For example, if you lived in a campus dormitory, list the address of the dormitory—not your permanent home address.
13. P.O. boxes are not acceptable as addresses.
14. Provide **complete, legal** names (first, middle, last) and **full** street addresses.

<u>Digital Signature</u>

15. Upon completing your investigative form(s) in e-QIP, follow the instructions provided in your email from the Personnel Security Branch to digitally sign the appropriate pages. Digitally signing documents helps streamline the onboarding process.

    If you are unable to use the digital signature process, you may print and legibly sign your documents in black ink. (Please Note: The date you sign the documents must be the same as or later than the date you certify in e-QIP that your answers are true.) Then scan and upload, fax or mail your signature pages.

Optional Form 306 (OF 306)
If you are required to complete **Optional Form 306**, please include your **full name** and note the following:

- If you respond "No" to question 7c, you must provide reasons in the additional space provided in item 16.

- If you respond "Yes" to questions 9, 10, 11, 12, 13 or 14, you must provide **comprehensive** details in the additional space provided in item 16. (If you exceed the space provided, please attach additional pages with your name, Social Security number, and item number on each. If you are providing addresses, be sure to include the ZIP code.)

- If you are new to the EPA or to the federal government, sign on line 17a, not 17b, or the form will be rejected and sent back to you. (Line 17b is only for people who previously completed the OF 306 and signed on line 17a.)

EPA Credit Release Authorization
There is no need to fill out the "EPA Credit Release Authorization" if you are completing the SF 86.

You must **always** fill out the "EPA Credit Release Authorization" when completing the SF 85P.

If you are completing the SF 85, you may or may not need to complete the "EPA Credit Release Authorization." It depends on the investigation level and your personal circumstances. Follow instructions in the email you received.

Scan and Upload, Fax, or Mail Documents
Scan and upload into e-QIP any additional forms required or pages that you printed and signed. (You do not need to print pages that you digitally signed.) Make sure your scanned documents are readable—not too dark or too light. **Note:** If you are unable to scan and upload your documents, you may fax materials to 202-564-7906 or follow instructions for mailing materials to the EPA Personnel Security Branch.

Release Your Investigation
In e-QIP, be sure to release your investigation by clicking the "**Release Request / Transmit to Agency**" button.

Questions
If you have questions about any of this information or about how to respond to questions on your forms, please call (202) 564-7912.