



Digitally Sign Your Security Forms

Please review the following instructions that will assist you to complete and submit the forms accurately and timely. This is a critical step in your onboarding process.

After completing Standard Form 85 or 85P, you must complete additional forms, certify that your answers are true, and release your investigative information to the Office of Personnel Management (OPM).

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

Help • Display • Logout

Validate, Review, and Certify
Begin Certification Process

section: Validate, Review, and Certify Go

OMB No. 3206-0005

If you reviewed the data you provided for accuracy and are prepared to submit your completed Investigation Request, click the 'Begin Request Certification Process' button, which will generate an official submittable copy of your Investigation Request, otherwise, use the Navigation menu above to return to the appropriate sections to make changes.

Question

I have read the instructions above and I am prepared to begin the process of certifying this investigation request.

Yes No

Begin Request Certification Process

e-QIP 3.06.02

Message from webpage

The document generation process may take 20-30 seconds to complete. Remember to follow the instructions on the next screen.

OK

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

Help • Return To Menu • Logout

Electronic Signature Forms
Click-to-Sign Opt-in Question

OMB No. 3206-0005

Some of the signature forms required to complete the processing of your request are available in an online electronic Click-to-Sign format. Utilizing these forms will allow for more efficient processing of your request.

Answer the question below then click 'Continue'.

Question

Do you agree to utilize the click-to-sign functionality on all relevant forms?

Yes No

Continue



Digitally Sign Your Security Forms

Note: If you click “No,” you must print and sign these documents. Then you’ll need to scan and upload these pages into e-QIP (see Steps 14–18 in this document).

- To view your Certification Page for signature, type your **e-QIP password** and click **Continue**. (If you have forgotten your password, call 724-794-7103.)

- 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.)



Digitally Sign Your Security Forms

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 (SF86 Format)
OMB No. 3206-0005

Certification

My statements on this form, and on any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I have carefully read the foregoing instructions to complete this form. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). I understand that intentionally withholding, misrepresenting, or falsifying information may have a negative effect on my security clearance, employment prospects, or job status, up to and including denial or revocation of my security clearance, or my removal and debarment from Federal service.

| | | |
|-------------------------|------------------------------------|---------------------------------|
| Signature (Sign in ink) | Click Here to Sign | Date (mm/dd/yyyy) 05/23/2014 |
|-------------------------|------------------------------------|---------------------------------|

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**.

Return To Menu • Logout Electronic Signature Forms
Print Click-to-Sign Form OMB No. 3206-0005

Print and/or save the Click-to-Sign receipt for this signature form by clicking on the link below. Click 'Continue' when finished.

[Download Click-to-Sign Receipt](#)

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

Click **Continue**.

Return To Menu • Logout Electronic Signature Forms
Re-Authenticate OMB No. 3206-0005

Enter your password, then click the "Continue" button.

Enter Password



Digitally Sign Your Security Forms

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

I **Authorize** the information to be used to conduct officially sanctioned and approved personnel security-related studies and analyses, which will be maintained in accordance with the Privacy Act.

Photocopies of this authorization with my signature are valid. This authorization shall remain in effect so long as I remain employed in a sensitive position requiring eligibility for access to classified information.

| | | | | | |
|---|--|---|-----------------------------|---|---------------------------------------|
| Signature (Sign in ink) Click Here to Sign | | Full name (Type or print legibly) mark price | | Date signed (mm/dd/yyyy) 05/23/2014 | |
| Other names used | | | Date of birth 01/01/1980 | | Social Security Number 999-99-2525 |
| Current street address 1 e1m | | Apt.# | City (Country) boyers | State PA | Zip Code 16018 |
| Home telephone number 5555555555 | | | | | |

11. 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**.

Return To Menu • Logout Electronic Signature Forms
Print Click-to-Sign Form OMB No. 3206-0005

Print and/or save the Click-to-Sign receipt for this signature form by clicking on the link below. Click 'Continue' when finished.

[Download Click-to-Sign Receipt](#)

[Continue](#)



Digitally Sign Your Security Forms

12. 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**.

Return To Menu • Logout OMB No. 3206-0005

Step 1 of 4: Instruction for Signature Pages, Attachments, and Archival Copy

NOT COMPLETING THE FOLLOWING TASKS WILL DELAY PROCESSING OF YOUR INVESTIGATION REQUEST

- Carefully follow the instructions provided on the following screens in the order displayed.
- If you are unable to complete the following steps at this time (e.g. if you do not have access to a printer at your computer), you **MUST** return to e-QIP at a later time to complete the remaining steps.
- Contact your agency if you need assistance with printing, uploading, and/or faxing these documents.

13. 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**.

Help • Return To Menu • Logout OMB No. 3206-0005

Step 2 of 4: Archival Copy

You have certified to the completeness and accuracy of the information in your Investigation Request, e-QIP has generated a printable archival copy of the information you provided. You are strongly advised to print a copy for your records. Properly dispose of any working copies that you may have printed while editing and reviewing your information, as those are not considered official. You will need Adobe Acrobat Reader or Adobe Acrobat to view the archival copy. Click [Help](#) for more information.

Click the link below to display the archival copy, and then print a copy to retain for your records.

- [Display the Archival Copy of this Investigation Request for Printing](#)



Digitally Sign Your Security Forms

14. 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 (i.e., the invitation to access e-QIP), click **Yes**. Then click **Next**.

Step 3 of 4: 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) | Pages | Method | Action |
|----|---|-------|----------------------|--------|
| 1. | Certification Signature Form (e-QIP_Request_80313_CER_Receipt.pdf) | | Click-To-Sign (View) | - |
| 2. | Fair Credit Reporting Disclosure and Authorization Signature Form (e-QIP_Request_80313_fcr_Receipt.pdf) | | Click-To-Sign (View) | - |
| 3. | General Release Signature Form (e-QIP_Request_80313_REL_Receipt.pdf) | | Click-To-Sign (View) | - |
| 4. | Medical Release Signature Form (e-QIP_Request_80313_MEL_Receipt.pdf) | | Click-To-Sign (View) | - |

Refresh

Question

| Question | Yes | No |
|--|-----------------------|-----------------------|
| Do you have an additional document and/or file that you would like to associate with this request? | <input type="radio"/> | <input type="radio"/> |

Back Next

15. Click **Upload File**.
Click **Next**.

Specify method to be used to provide your attachment?

Upload File Direct Fax Expected

Back Next

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

Upload File to e-QIP Directly

NOTE: Certification, General Release and Medical Release forms must be attached separately as single page documents. Items such as a resume or QF 612 can be uploaded as multi-page documents. [Help](#)

Uploaded Attachment (TIFF, PDF, or PNG files only) Choose File No file chosen

Description

Upload Another Attachment



Digitally Sign Your Security Forms

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

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

| # | Name/Description (File Name) | Action |
|---|--|--------|
| 1 | DSCER Certification (e-QIP_Request_73482_CER_Receipt.pdf) | Delete |
| 2 | DSFCR Fair Credit Reporting Disclosure and Authorization (e-QIP_Request_73482_fcr_Receipt.pdf) | Delete |

Return to Attachments Summary

18. If you have no other documents to upload, click **No**.
Then click **Next**.

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

| # | Name/Description (File Name) | Pages | Method | Action |
|----|---|-------|----------------------|--------|
| 1. | Certification Signature Form (e-QIP_Request_80313_CER_Receipt.pdf) | | Click-To-Sign (View) | - |
| 2. | Fair Credit Reporting Disclosure and Authorization Signature Form (e-QIP_Request_80313_fcr_Receipt.pdf) | | Click-To-Sign (View) | - |
| 3. | General Release Signature Form (e-QIP_Request_80313_REL_Receipt.pdf) | | Click-To-Sign (View) | - |
| 4. | Medical Release Signature Form (e-QIP_Request_80313_MEL_Receipt.pdf) | | Click-To-Sign (View) | - |

Refresh

Question

| Question | Yes | No |
|--|-----------------------|----------------------------------|
| Do you have an additional document and/or file that you would like to associate with this request? | <input type="radio"/> | <input checked="" type="radio"/> |

Back **Next**



Digitally Sign Your Security Forms

19. Click the **Release Request / Transmit to Agency** button.

A pop-up box appears. Click **OK**.

Return To Menu • Logout OMB No. 3206-0005

Step 4 of 4: Release Request to Agency

IMPORTANT: YOUR BACKGROUND INVESTIGATION CANNOT START UNTIL YOUR AGENCY RECEIVES ALL REQUIRED SIGNED SIGNATURE FORMS.

When you have completed the previous steps, you may release your Investigation Request for processing. Performing this step will electronically transmit your Investigation Request to the agency requesting your investigation, and you will no longer have online access to it for printing, review, or directly adding attachments.

After you complete the previous step, click this button to release and transmit your Investigation Request to the requesting agency.

Back Release Request/Transmit to Agency

e-QIP 3.06.02 Message from webpage

Your background investigation cannot start until your agency receives your signed Signature Forms. Please be sure to provide the forms to your agency.

Are you sure you want to release your Investigation Request?

Click 'OK' to release your Investigation Request;
otherwise, click 'Cancel.'

OK Cancel

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

Help OMB No. 3206-0005

Your Investigation Request has been released for processing. This completes the online portion of your submission. If you have not electronically attached all required signature forms, submit the signature forms that you printed to the office requesting your investigation.

For your privacy, close this window when you finish.