



SF-86 FAQ's
(Revised 100308)

APPLICANT TIPS FOR SUCCESSFUL e-QIP SUBMISSION

This document will assist you in successfully completing your e-QIP Investigative Form. Forms that are rejected may result in a delay in the processing of your investigation.

Do not use your internet browser Back button when navigating within e-QIP. Use the question navigation buttons or the buttons at the bottom of each screen.

Although e-QIP will allow you to select “I DON'T KNOW THE REQUESTED INFORMATION”, when it is reviewed by the agency the form may be unacceptable. It is to your advantage to answer all questions with full contact information for all required fields to avoid rejection by the agency and the need for you to edit/recertify the form and update your signature pages at a later date.

SECTION 1 – FULL NAME

1. Q. Can I use my maiden name as my middle name?

A. If it has been legally changed, you may use your maiden name as your middle name. Otherwise, you must use your legal middle name at birth or check the “NMN” box indicating no middle name.

2. Q. Can I use an initial instead of my full middle name?

A. If your middle name has been legally changed to an initial only, you may use the initial and select “IO”, which means “initial only”. Otherwise, you must use your full middle name at birth. You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the “Other Names Used” section of the form.

Sections 1-7: Your Identifying Information
Comprehensive Details

PERSONS COMPLETING THIS FORM SHOULD BEGIN WITH THE QUESTIONS BELOW AFTER CAREFULLY READING THE FOREGOING INSTRUCTION

Section 1: Full Name

If you have only initials in your name, enter them and select Initial Only (IO). If you have no middle name, select No Middle Name (NMN). If you are a "Jr.," "Sr.," etc. enter under Suffix.

Full name	Name	IO/NMN
Last:	Smith	
First:	Mary	
Middle:	Ann	
Suffix:		

3. Q. Can I use an initial for my first name?

A. If your first name has been legally changed to an initial, you may use the initial and select “IO” (initial only). Otherwise, you must use your full first name at birth. You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the “Other Names Used” section of the form.

Help Display Logout Navigation: SF86 Sections 1-7: Your Identifying Information OMB No. 3206 Form

Sections 1-7: Your Identifying Information
Comprehensive Details

PERSONS COMPLETING THIS FORM SHOULD BEGIN WITH THE QUESTIONS BELOW AFTER CAREFULLY READING THE FOREGOING INSTRUCTIONS.

Section 1: Full Name

If you have only initials in your name, enter them and select Initial Only (IO). If you have no middle name, select No Middle Name (NMN). If you are a "Jr.," "Sr.," etc. enter them under Suffix.

Full name

	Name	IOINMN
Last:	Smith	
First:	Mary	Initial Only
Middle:	A	Initial Only
Suffix:		

4. Q. I use an initial in my name. What should I do?

A. If the initial that you use is a part of your legal name and not an abbreviation, select “Initial Only”. You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the “Other Names Used” section of the form.

5. Q. I don't have a first name or middle name. What should I do?

A. Check “No First Name” box if you do not have a first name or “No Middle Name” box if you do not have a middle name.

Help Display Logout Navigation: SF86 Sections 1-7: Your Identifying Information OMB No. 3206 Form

Sections 1-7: Your Identifying Information
Comprehensive Details

PERSONS COMPLETING THIS FORM SHOULD BEGIN WITH THE QUESTIONS BELOW AFTER CAREFULLY READING THE FOREGOING INSTRUCTIONS.

Section 1: Full Name

If you have only initials in your name, enter them and select Initial Only (IO). If you have no middle name, select No Middle Name (NMN). If you are a "Jr.," "Sr.," etc. enter them under Suffix.

Full name

	Name	IOINMN
Last:	Smith	
First:	M	Initial Only
Middle:	A	Initial Only
Suffix:		

6. Q. I do not have a suffix on my name. What should I do?

A. Leave the suffix field blank.

SECTION 2 – DATE OF BIRTH

1. Q. What is my Date of Birth?

A. The date of birth that is reflected on your birth certificate.

Section 2: Date of Birth

Date of Birth

Month/Day/Year	Est.
Jan(01) / 01 / 1980	<input type="checkbox"/>



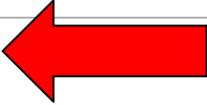
SECTION 3 – PLACE OF BIRTH

- Q. How do I answer #3 if I was born in a county and not a city?**
 - City or County can be used.

Section 3: Place of Birth

Place of Birth

City:	County:	Shawnee
Provide Country if outside the United States; otherwise, provide State.		
State:		
Country:		
(List)		

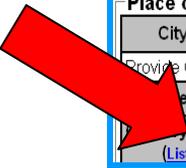


- Q. How do I answer if I was born outside of the US?**
 - Select your country of birth from the drop down list (cut/paste selection from list).

Section 3: Place of Birth

Place of Birth

City:	County:	
Provide Country if outside the United States; otherwise, provide State.		
State:		
Country:	France	
(List)		



If born outside the US and the county is unknown, check “I do not know the requested information” when a warning message appears.

Help · Display · Logout Navigation: SF86 Sections 1-7: Your Identifying Information

Sections 1-7: Your Identifying Information OMB No. 3200-0046
Comprehensive Details Form.

Validation Results	
Type	Message
Warning	<p>Provide a response for Place of birth.</p> <p><input checked="" type="checkbox"/> I do not know the requested information. (Note: If you check the box above, then you must also explain below.)</p> <p>Explain</p> <p>My parents were gypsies and traveled around a lot therefore I do not know where I was born.</p>

Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make the changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.

SECTION 5 – OTHER NAMES USED

- Q. I'm not sure of dates when I used a name. What should I do?**
 - Estimate the date (month and year) to the best of your knowledge and check the “EST” block, indicating that this is an estimated date.

Question		Yes	No
Have you used any other names?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
If "Yes," give other names used and the period of time you used them [for example: your maiden name, name(s) by a former marriage, former name(s), alias(es), or nickname(s)]. If the other name is your maiden name , check the " maiden name " box.			
Other names used			
#	Name	Maiden	Dates used
1.	Last: Jones	maiden name? <input checked="" type="checkbox"/>	Date
	First: Mary		Month/Year
	Middle: Ann		Est./Pres.
	Suffix:		From: Jan(01) / 1980 Estimated
			To: Jan(01) / 1990 Estim
Add A Blank Entry			

2. Q. I have a validation error stating a date has to be after/earlier than another date. What does this mean?

A. Many questions involving dates are validated against the birth date entered in Section 2 of the form. Most date fields pertaining to the applicant (not relatives) must be after the applicant's birth date.

3. Q. Am I required to provide my maiden name?

A. Yes. The dates used must also be provided. You must check the "maiden name" box for maiden name. Please include your legal middle name given at birth. If you do not have other names used, click the "No" box.

Question		Yes	No
Have you used any other names?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
If "Yes," give other names used and the period of time you used them [for example: your maiden name, name(s) by a former marriage, former name(s), alias(es), or nickname(s)]. If the other name is your maiden name , check the " maiden name " box.			
Other names used			
#	Name	Maiden	Dates used
1.	Last: Jones	maiden name? <input checked="" type="checkbox"/>	Date
	First: Mary		Month/Year
	Middle: Ann		Est./Pres.
	Suffix:		From: Jan(01) / 1980
			To: Feb(02) / 1990
Add A Blank Entry			

4. Q. Am I required to include nicknames?

A. Yes. You must also provide the dates when used.

Question		Yes	No
Have you used any other names?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
If "Yes," give other names used and the period of time you used them [for example: your maiden name, name(s) by a former marriage, former name(s), alias(es), or nickname(s)]. If the other name is your maiden name , check the " maiden name " box.			
Other names used			
#	Name	Maiden	Dates used
1.	Last: Jones	maiden name? <input type="checkbox"/>	Date
	First:		Month/Year
	Middle: Peek-a-boo		Est./Pres.
	Suffix:		From: Jan(01) / 1980 Estimated
			To: Apr(04) / 1985 Estimated
Add A Blank Entry			

5. Q. What if I don't know the month and year?

A. An estimated date should be used and select "Estimated".

The screenshot shows a web form titled "Other names used". At the top, there is a question: "Have you used any other names?" with "Yes" checked and "No" unchecked. Below this is a yellow instruction box: "If 'Yes,' give other names used and the period of time you used them [for example: your maiden name, name(s) by a former marriage, former name(s), alias(es), or nickname(s)]. If the other name is your **maiden name**, check the '**maiden name**' box." The main form has a table with columns: "#", "Name", "Maiden", and "Dates used". The "Name" column has sub-columns for "Last", "First", "Middle", and "Suffix". The "Dates used" column has sub-columns for "Date" and "Month/Year". A red arrow points to the "Estimated" dropdown in the "Month/Year" sub-column. The "From" date is set to "Jan(01) / 1980" and the "To" date is set to "Apr(04) / 1985".

SECTION 6 – MOTHER’S MAIDEN NAME

1. Am I required to provide my mother’s maiden name?

A. Yes. If you do not know the requested information, upon validation, check the “I do not know the requested information” when a warning message appears and provide an explanation in the “Explain” box.

SECTION 8 – YOUR CONTACT INFORMATION

1. Q. What if I don't have a work email address?

A. Leave this field blank.

2. Q. What if I don't have a mobile telephone number?

A. Leave this field blank.

SECTION 9 - CITIZENSHIP

1. Q. If I am a US citizen born in the US or US territories (i.e., Guam, Virgin Islands, etc.) am I required to provide a State Department Form 240, - Report of Birth Abroad of a Citizen of the US?

A. No. You must answer “b” and “d” of Section 7. If you have dual citizenship, for “item d” you must enter the country. If you do not, click the “Not Applicable” box.

The screenshot shows the "Section 9: Citizenship" form. At the top, there are links for "Help", "Display", and "Logout", and a navigation bar for "SF86 Section 9: Citizenship". The title "Section 9: Citizenship" is followed by "Comprehensive Details" and "OMB No. 3" and "Fd". A yellow instruction box says: "Mark the box that reflects your current citizenship status and follow its instructions." Below this is the "Current citizenship status:" section. A red arrow points to the first option: "I am a U.S. citizen or national by birth in the United States or its territory/commonwealth." Other options include: "I am a U.S. citizen or national by birth outside the U.S. Go to 9A", "I am a naturalized U.S. citizen. Go to 9B or 9C", and "I am not a U.S. citizen. Go to 9D".

2. **Q. Which box in “Section 9” do I mark since I am a citizen but was born on a US military base in a foreign country?**
 A. You should mark the first box ” I am a U.S. citizen or national by birth in the U.S. or U.S. territory/commonwealth” (since a US Military Base any place in the world is considered a US territory or possession.
3. **Q. Will dual citizenship keep me from IRS employment?**
 A. No.

SECTION 11 – WHERE YOU HAVE LIVED

1. **Q. I have completed this section, but am receiving an error message requiring me to account for residences, without breaks, for the previous 7 years or 10 years for Single Scope Background Investigation (SSBI). Why?**
 A. You cannot have any gaps of time between dates. When listing the dates of when you resided at different residences, there can be no time lapse between the end date of when you left a residence and the start date of when you began living at the next residence. Any gaps in these dates will prompt an error message.

Section 11: Where You Have Lived
 Section Summary

List the places where you have lived, beginning with your present residence and working back 7 years (if an SSBI go back 10 years). Residences for the period must be accounted for without breaks. You may omit temporary military duty locations (TDY) under 90 days (list your address of record instead) list other part-time residences. Do not list residences before your 18th birthday unless to provide a minimum of 2 years of residence history.

Summary of Where You Have Lived

#	Time period	Street	City	Actions
1	From 12/1987 To Present	23 City Street	Stafford	Edit Delete
2	From 01/1980 To 12/1985	123 Easy Street	Stafford	Edit Delete

Add an Entry

2. **Q. Am I required to list a person that knows me for the verifier information?**
 A. Yes. You are required to complete the “Residence Contact Field”, or upon validation, check the “I do not know the requested information” when a warning message appears.

Section 11: Where You Have Lived
 Entry Details

Validation Results

Type	Message
Warning	Provide a response for Point of Contact for this Period of Residence. <input checked="" type="checkbox"/> I do not know the requested information. Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make the changes indicated and click "Save" to revalidate. Click "Save/Continue" if you

Provide the requested information about this place where

Indicate the actual physical location of your residence. Do not use a Post Office Box as an address, and do not list a permanent address when you were actually living at a school address, etc. Be sure to be as specific as possible when listing an address location; for example, do not list only your base or ship, list your barracks number or home port.

Your actual physical location in addition to your APO/FPO address is required for overseas assignments.

For addresses in the last 3 years, if the address is "General Delivery," a Rural or State Route, or may be difficult to locate, provide directions for locating the residence under Additional Comments below.

If the “I do not know the requested information” box is checked, you must provide an explanation in the comments field.

Type	Message										
Warning	Residency History #1: Provide a response for Point of Contact for this Period of Residence. <input checked="" type="checkbox"/> I do not know the requested information.										
<small>Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make the changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.</small>											
<p>List the places where you have lived, beginning with your present residence and working back 7 years (if an SSBI go back 10 years). Residences for the entire 7 year period must be accounted for without breaks. You may omit temporary military duty locations (TDY) under 90 days (list your address of record instead), but you must list other part-time residences. Do not list residences before your 18th birthday unless to provide a minimum of 2 years of residence history.</p>											
Summary of Where You Have Lived <table border="1"> <thead> <tr> <th>#</th> <th>Time period</th> <th>Street</th> <th>City</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>From 01/1980 To Present</td> <td>23 City Street</td> <td>Stafford</td> <td>Edit Delete</td> </tr> </tbody> </table> <p>Add an Entry</p>		#	Time period	Street	City	Actions	1	From 01/1980 To Present	23 City Street	Stafford	Edit Delete
#	Time period	Street	City	Actions							
1	From 01/1980 To Present	23 City Street	Stafford	Edit Delete							
Additional comments <small>Note: If you need to provide any additional comments about this residence, enter them below.</small> <input type="text" value="I just moved here and don't know anybody in the neighborhood."/>											

3. Q. If I want to list references, can I use the same person for all the places that I have lived for the last 3 years?

A. Yes. However it is recommended to use a different reference of someone who knew you at each address.

4. Q. What if I am in the process of moving, what address should I use?

A. List your current address and provide your new address information in the comments field.

5. Q. I was homeless at the time and I didn't have an address. What should I do?

A. Provide the city, state, zip code and indicate your homeless status in the street address field.

Residence Information																	
Dates of activity <table border="1"> <thead> <tr> <th>Date</th> <th>Month/Year</th> <th>Est./Pres.</th> </tr> </thead> <tbody> <tr> <td>From:</td> <td>Jan(01) / 1990</td> <td></td> </tr> <tr> <td>To:</td> <td>Oct(10) / 1992</td> <td></td> </tr> </tbody> </table>			Date	Month/Year	Est./Pres.	From:	Jan(01) / 1990		To:	Oct(10) / 1992							
Date	Month/Year	Est./Pres.															
From:	Jan(01) / 1990																
To:	Oct(10) / 1992																
Status: <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Military housing <input type="checkbox"/> Other (Explain)																	
Explanation <input type="text" value="I was home"/>																	
Street address/APO address/FPO address <table border="1"> <tr> <td>Street:</td> <td colspan="2">I was homeless during this period of time</td> </tr> <tr> <td>City:</td> <td colspan="2">Stafford</td> </tr> <tr> <td colspan="3">Provide Country if outside the United States; otherwise, provide State and Zip Code.</td> </tr> <tr> <td>State:</td> <td>Virginia (VA)</td> <td>Zip Code: 22556</td> </tr> <tr> <td>Country:</td> <td colspan="2">(List)</td> </tr> </table>			Street:	I was homeless during this period of time		City:	Stafford		Provide Country if outside the United States; otherwise, provide State and Zip Code.			State:	Virginia (VA)	Zip Code: 22556	Country:	(List)	
Street:	I was homeless during this period of time																
City:	Stafford																
Provide Country if outside the United States; otherwise, provide State and Zip Code.																	
State:	Virginia (VA)	Zip Code: 22556															
Country:	(List)																

6. **Q. Can I use a post office box number instead of my address?**
 A. No. You must use the actual physical location of your residence.
7. **Q. There are no numbers in my home street address, we have a route number and we use a post office box. How do I list this?**
 A. List the Route number and the PO Box; include the city, state and zip code. Include directions to residence in the comments field.
8. **Q. I get an error message about needing a record with “Present”. What does this mean?**
 A. Section 9 requires one record to have an end date for which you have checked the “Present” box, indicating your current residence.

Section 11: Where You Have Lived
 Entry Details

Provide the requested information about this place where you have lived.

Indicate the actual physical location of your residence. Do not use a Post Office Box as an address, and do not list a permanent address when you were actually living at a school address, etc. Be sure to be as specific as possible when listing an address location: for example, do not list only your base or ship, list your barracks number or home port.

Your actual physical location in addition to your APO/FPO address is required for overseas assignments.

For addresses in the last 3 years, if the address is "General Delivery," a Rural or State Route, or may be difficult to locate, provide directions for locating the residence under Additional Comments below.

Include apartment numbers if applicable.

Residence Information

Dates of activity

Date	Month/Year	Est./Pres.
From:	Jan(01) / 1980	
To:		Present

9. **Q. I need to enter a foreign address. What do I do for the zip code?**
 A. Leave the zip code field blank and in the comments field annotate 'foreign postal code' in the code, or annotate 'unknown'.
- 10 **Q. Does e-QIP accept APO and FPO addresses? How should I enter them?**
 A. Yes. e-QIP will accept APO and FPO addresses. Select the appropriate APO/FPO from the drop down menu. The APO/FPO address should be entered in the city field and the AE, AA or AP should be entered in the state. (These are available at the bottom of the drop-down menu). Lastly, enter the zip code for the APO/FPO location.

Provide the requested information about this place where you have lived.

Be sure to indicate the actual physical location of your residence; do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port.

For temporary military duty locations under 90 days, list your permanent address instead. You should use your APO/FPO address if you lived overseas.

For addresses in the last five years, if this address is "General Delivery," a Rural or Star Route, or may be difficult to locate, provide directions for locating the residence under Additional Comments below.

Dates of Activity

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2003	
To:		Present

Street Address

Street:

City: APO/FPO Address

Provide Country if outside the United States, otherwise, provide State and Zip Code.

State: APO/FPO Europe (AE) Zip Code: 00000

Country: (List)

11. Q. I can't remember the exact dates for each residence, what should I do?

A. An estimated date should be used with "Estimated" selected by the dates.

12. Q. I had two addresses for the same time period. Do I need to provide both?

A. Yes.

13. Q. Do you want the addresses for my "own" apartments/homes, or also if I lived with someone else?

A. Yes. Provide the addresses of everywhere you lived (whether in your name or someone else's) for the entire 7-year timeframe.

SECTION 12 – WHERE YOU WENT TO SCHOOL

1. Q. What if I can't remember the exact dates I went to a particular school?

A. An estimated date should be used and select "Estimated" by the dates.

2. Q. Am I required to provide the street address for the school?

A. Yes. However if unknown provide the city and state and select the "I do not know the requested information" when a warning message appears and explain in the comments field.

The screenshot shows the top portion of a web form titled "Section 12: Where You Went To School". At the top, there are links for "Help", "Display", and "Logout", and a navigation bar indicating "SF86 Section 12: Where You Went To School". Below the title, there is a sub-section "Entry Details". A "Validation Results" table is displayed, with a red arrow pointing to a warning message. The warning message reads: "Provide a response for street of Street address of school. I do not know the requested information." Below the table, a note explains that warning messages must be corrected or explained. At the bottom of the form, a yellow box contains instructions: "Provide the requested information about this school you attended. List college or university degrees and the dates they were received. For Correspondence/Distance/Extension/Online School, provide the address where the records are maintained."

Type	Message
Warning	Provide a response for street of Street address of school. <input checked="" type="checkbox"/> I do not know the requested information.

Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make the changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.

Provide the requested information about this school you attended. List college or university degrees and the dates they were received. For Correspondence/Distance/Extension/Online School, provide the address where the records are maintained.

3. Q. I graduated from high school two years ago, but they have since closed and I don't remember the address. What should I do?

A. Annotate "School Closed" in the street address section. You must also list the city, state and zip code of where the school was located when you attended.

The screenshot shows the "Street address of school" section of the form. It includes input fields for "Street:", "City:", "State:", and "Country:". The "Street:" field contains the text "School Closed", with a red arrow pointing to it. The "City:" field contains "Stafford". Below these fields, there is a note: "Provide Country if outside the United States; otherwise, provide State and Zip Code." The "State:" field is a dropdown menu showing "Virginia (VA)", and the "Zip Code:" field contains "22556". There is also a "(List)" link below the "Country:" field.

Street address of school

Street: School Closed

City: Stafford

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State: Virginia (VA) Zip Code: 22556

Country: (List)

4. Q. I took a correspondence course over the internet last year and I don't know the address. What should I do?

A. Go to the school's website on the internet and click on "contact us". It should have the mailing address of the school.

5. Q. Should I list my education if it was more than 6 years ago?

A. Yes. All education within the last 7 years or 10 years for a Single Scope Background Investigation (SSBI) and the most recent degree earned (no matter how long ago) must be shown.

6. Q. What should I put if I am still attending school?

A. Your current information and dates (to present).

Help · Display · Logout Navigation: SF86 Section 12: Where You Went To School

Section 12: Where You Went To School
Entry Details

Provide the requested information about this school you attended. List college or university degrees and the dates they were received. For Correspondence/Distance/Extension/Online School, provide the address where the records are maintained.

Dates of activity

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2002	
To:	/	Present

7. Q. Do I need to provide my high school?

A. Yes. If you attended within the last 5 years or if it is the most recent diploma/degree earned.

8. Q. If I don't have additional or higher education after high school and it has been more than 5 years since I graduated from high school, may I leave it blank?

A. No. If you do not have any additional or higher education following high school and it has been more than 5 years since you graduated, you still need to provide us with your high school information.

9. Q. What if I don't know what city it is in?

A. Contact the school to get the information.

10.Q. I have more than three degrees to enter. What should I do?

A. Add the dates and degree information and then click "Add a Blank Entry". This will allow you to list additional degree information.

Provide a detailed entry for each degree, diploma, etc. you received from this school.

Degree/Diploma/Other	
Dates Awarded	Degree/Diploma/Other
Date Awarded Month/Year Est. Jan(01) / 1998 <input type="checkbox"/>	Diploma

Add A Blank Entry

11. Q. Am I required to enter the zip code?

A. Yes. To locate U.S. mailing address zip codes, click: <http://www.usps.com/>. If not, you must select the box that says “I do not know the requested information” when a warning message appears and explain in the comments field, in order to exit this section.

SECTION 13 – EMPLOYMENT ACTIVITIES

1. Q. I have completed this Section, but am receiving an error message requiring me to account for all periods of employment without breaks, for the previous 7 years or 10 years for a Single Scope Background Investigation (SSBI). Why?

A. You cannot have any gaps of time between dates. When listing the dates of employment, there can be no time lapse between the end date of your last employment/unemployment and the start date of your next employment/unemployment. You must indicate all periods of self-employment, unemployment or vacation as appropriate. Any gaps in these dates will prompt an error message.

Provide a detailed entry for each of your employment activities for the last 7 years. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire 7-year period must be accounted for with breaks, but you need not list employments before your 16th birthday. EXCEPTION: Show all Federal civilian service, whether it occurred within the last 7 years or not.

Summary of Your Employment Activities			
#	Time Period	Type of Employment	Actions
1	From 01/2004 To Present	Other	Edit Delete
2	From 01/2003 To 01/2004	Self-employment	Edit Delete
3	From 01/2000 To 01/2003	Other	Edit Delete
4	From 01/1999 To 01/2000	Unemployment	Edit Delete
5	From 07/1998 To 01/1999	Other	Edit Delete

Add an Entry

Additional Comments
 Note: If you need to provide any additional comments about this information, enter them below.

Save Save/Continue Reset this Screen

2. Q. How should I reflect retirement?

A. Select ‘Other’ and annotate ‘Retirement’ in the comments field.

SECTION 13A EMPLOYMENT/UNEMPLOYMENT INFORMATION

1. Am I required to provide the complete mailing addresses with the zip code?

A. Yes. We need the company name, street number, street name, city, state and zip code.

2. **Q. I worked at a remote site, an airport terminal, and there is no street address. What should I do?**
 - A. Under “Employer’s street address” provide the employer’s complete mailing address and under “Street address of job location” (if different than Employer’s address), list the location. For example: Terminal (A) DFW International Airport, DFW 75162.

3. **Q. Can I use a PO Box?**
 - A. No. It must be the actual physical address of the building.

4. **Q. Can I use an e-mail address?**
 - A. No.

5. **Q. Am I required to provide a complete address and information if I am a current Federal Employee?**
 - A. Yes.

6. **Q. Can Personnel access the address information for me to put on the form?**
 - A. No. Applicants/Employees are responsible for finding/providing required information for the SF-86.

7. **Q. Do I use the company name or the supervisor’s name for the employer?**
 - A. The company name is required.

8. **Q. What do I put if I have never worked?**
 - A. In Section 11, Click on the “Add an Entry” button.

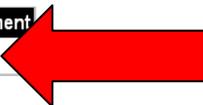
Help · Display · Logout Navigation: SF86 Section 13A: Employment/Unemployment Information

Section 13A: Employment/Unemployment Information
Section Summary

List all your employment activities, beginning with the present and working back 7 years (if an SSBI go back 10 years). You should list all full or unpaid, consulting/contracting work, all military service duty locations, temporary military duty locations (TDY) over 90 days, self-employment periods of unemployment. **The entire period must be accounted for without breaks.** EXCEPTION: Do not list employments that occur unless it is necessary for providing a minimum of 2 years of employment history.

Summary of Your Employment Activities

#	Time period	Type of employment
<input type="button" value="Add an Entry"/>		



Select “Unemployment”.

Help · Display · Logout Navigation: SF86 Section 13A: Employment/Unemployment Information

Section 13A: Employment/Unemployment Information

Select Employment Type

Check the appropriate box listed below to identify the type of employment.

Type of employment:

- Active military duty stations
- National Guard/Reserve
- U.S.P.H.S. Commissioned Corps
- Other Federal employment
- State Government (Non-Federal employment)
- Self-employment (include business name and address)
- Unemployment (include name of verifier) can verify)
- Federal Contractor
- Other (explain)

Save Cancel Reset this Screen

Provide the dates of the unemployment and verifier information (required).

Section 13A: Employment/Unemployment Information

Employment Activity Details

Employment Information

Dates of employment

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2000	
To:	/	Present

Type of employment: Unemployment

List the name of a person who can verify your unemployment.

Name of verifier:

Address of verifier

Street:	<input type="text" value="123 Pineapple Way"/>	
City:	<input type="text" value="Stafford"/>	
Provide Country if outside the United States; otherwise, provide State and Zip Code.		
State:	<input type="text" value="Virginia (VA)"/>	Zip Code: <input type="text" value="22556"/>
Country:	<input type="text"/>	

[\(List\)](#)

9. Q. Am I required to provide the verifier's complete address?

A. Yes.

10.Q. What if I don't have my verifier's address information?

A. Contact the verifier and get the information to provide on the form.

11.Q. What should I do if my prior employer has gone out of business?

A. Provide the employment information, then annotate "out of business" or "closed" in the comments field.

12.Q. Do I need the complete business name or can I use initials?

A. Provide the complete business name of the company. For example, IRS would be shown as Internal Revenue Service.

13.Q. What if my employer is out of state and I only have the PO Box for the address?

A. Contact the company to get the physical street number address of the building.

- 14.Q. As a Reservist, am I required to provide other employment information?**
A. Yes. You must provide other employment information or periods of unemployment with the dates.
- 15.Q. If I worked for Temp Agencies, do I put the Agency as my employer or the job that I was sent to work as my employer or do I use both?**
A. Do not list both. The Temp Agency that you worked for is the employer and that is what is required, not the job assignments.
- 16.Q. If I only worked for one day or one week, am I required to list that?**
A. Yes. All employment activities need to be listed for the past 5 years.
- 17.Q. Am I required to provide employment that doesn't apply as experience for the job that I am applying for?**
A. Yes. All employment activities need to be listed for the past 7 years.
- 18.Q. If I am self-employed, what should I use?**
A. Select "Self-employment" along with your verifier information.
- 19.Q. If I am self-employed, can I use my spouse as my verifier?**
A. Yes.
- 20.Q. Can I list my spouse as a verifier if I was unemployed more than once?**
A. Yes. However it is preferred that you use a different verifier for each period of unemployment.
- 21.Q. What if I don't remember my supervisor's name?**
A. You may enter "Unknown" in the supervisor field and explain in the additional comments field. You may also leave it blank and click "Save". You must then select "I do not know the requested information" when a warning message appears and explain in the comments field.
- 22.Q. What if I don't remember the phone number?**
A. It can be left blank.
- 23.Q. What if I don't remember the address of the company?**
A. Contact the employer to obtain the actual physical mailing address.
- 24.Q. Should I choose "Unemployment" if I am not collecting unemployment benefits? Can I use the Unemployment Office as a verifier, and if I am unemployed but receiving unemployment benefits, can I still choose "Unemployment"?**
A. Yes. All periods of unemployment must be accounted for. This has nothing to do with collecting benefits. You can use the Unemployment Office as a verifier only if you have a counselor you are working with and have complete information with regard to name and address and telephone number. Select "Unemployment" and input the data.

SECTION 13C – EMPLOYMENT RECORD

1. Q. If I answered “Yes” to the any of the following happening to me in the last 7 years, must I provide the additional information?

A. Yes. You must select the “Add an Entry” to complete this section.

2. Q. If I answered “Yes” to any of the following happening to me in the last 7 years, can I just provide the Employer Name, City and State?

A. No. The Date, Severance Type, Reason, Name of Employer, Street Address, City, State, and Zip Code are required for each occurrence.

SECTION 14 – SELECTIVE SERVICE RECORD

1. Q. What if I am not registered with the Selective Service?

A. If you are a male born after 12/31/1959, YOU MUST BE REGISTERED with Selective Service to be eligible to apply for employment with the IRS. Rules regarding Selective Service registration can be found at www.sss.gov.

2. Q. I went into the military straight from high school when I turned 18. Am I required to have a Selective Service number?

A. Yes. Please check the Selective Service website at www.sss.gov or call 1-847-688-6888 to obtain your Selective Service number. If you are unable to locate your Selective Service number, enter “NO” where it asks if you have registered. In the “Legal Exemption” box enter “Enlisted at age 18” and record the branch (i.e. US Army, US Navy, etc.).

3. Q. What if I don’t remember my registration number?

A. You can check online at www.sss.gov or call 1-847-688-6888 to access your registration number.

4. Q. How do I find out if I am registered?

A. Check online at www.sss.gov or call 1-847-688-6888.

5. Q. How do I register?

A. You can register online at www.sss.gov.

SECTION 15 – YOUR MILITARY HISTORY

1. Q. How do I list my military service? I have several different periods of military service in the last ten years.

A. You need to provide each period of military service separately. To begin, click “Add an Entry”.

Help · Display · Logout Navigation: SF86 Section 15: Military History

Section 15: Military History

Section Summary

Account for all of your military service through the questions below. If you answer "No" to both 15a and 15b, go to Section 16.

#	Question
a.	Have you EVER served in the U.S. military or the U.S. Merchant Marine?
b.	Have you EVER served in a foreign country's military, security forces, merchant marine, militia, or other defense forces?

If you answered "Yes" to question a or b, list all details of your military service below. If you had a break in service, each separate time of service should be listed.

Summary of Your Military Service

#	Time period	Branch of service

Add an Entry



Check the Branch of Service and click "Save".

Help · Display · Logout Navigation: SF86 Section 15: Military History

Section 15: Military History

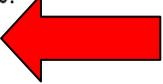
Select Branch of Service

Use one of the codes listed below to identify your branch of service:

Branch of service:

- Air Force
- Army
- Navy
- Marine Corps
- Coast Guard
- Merchant Marine
- Air National Guard (NG)
- Army NG
- Foreign military, defense, militia, security forces

Save Cancel Reset this Screen



List the dates of service, Service/Certificate number, rank, status, country if other than U.S. Armed Services, provide any additional comments if needed, and click "Save".

Note: Your Service/Certificate Number is typically found on your DD-214. If your military service was after the dates listed below, then your SSN would be your Service/Certificate number.

- Army and Air Force - July 1, 1969
- Navy and Marines - January 1, 1972
- Coast Guard - October 1, 1974

Help · Display · Logout Navigation: SF86 Section 15: Military History

Section 15: Military History

Service Details

Branch of service: Air Force

Dates of activity

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2000	
To:	Jan(01) / 2002	

Service number: A76ABC

Mark officer or enlisted, if applicable.

Officer or enlisted:

Not Applicable

Officer

Enlisted

Indicate the status of your service during the time that you served.





2. Q. I served in the military and received a General Discharge. Is a General Discharge the same as an Honorable Discharge?

A. No. General and Honorable Discharges are not the same. For any type of discharge other than Honorable, the date and type of discharge must be listed in this Section.

3. Q. Do discharges from all branches of the Armed Services apply to this section?

A. Yes. This section applies to all branches of service to include the United States Coast Guard, United States Merchant Marine or any State National Guard.

SECTION 16 – PEOPLE WHO KNOW YOU WELL

1. Q. What if I don't have this information because I don't have any references?

A. You must provide two complete names and US mailing addresses.

2. Q. What if I don't know anyone, can I use relatives?

A. No. They should be good friends, peers, colleagues, co-workers, college roommates, etc.

3. Q. What if I don't have the complete mailing address or dates?

A. Contact your references to get the complete information that is required.

4. Q. What if my reference only has a PO Box for their address?

A. You need to use references with US street mailing addresses for their residences.

5. Q. Can I use references that live outside the US?

A. No. References must have US street mailing addresses.

6. Q. Can I use a reference if I only have a phone number?

A. No. A U.S. street mailing address is required.

7. Q. What if I have the address and no phone number?

A. The phone number can be omitted as long as a complete US street mailing address is used.

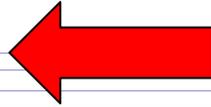
8. Q. What if I only know the year and not the month, or the month and not the year of when I met my reference?

A. An estimated date must be used along with selecting "Estimated" next to the date.

9. Q. I cannot enter "Present" for the "Dates Known". What should I do?

A. You must enter the present month and the present year for the "From" date and then you can select "Present" in the "To" field.

Entry Details		
Dates Known		
Date	Month/Year	Est./Pres.
From: Jan(01) / 1980		Estimated
To:		Present
Name		
JOHN SMITH		
Home or Work Address		
Street: 22 LAUGH A LOT LANE		
City: CINCINNATI		
Provide Country if outside the United States, otherwise, provide State and Zip Code		
State: Ohio (OH)	Zip Code: 45202	
Country: (US)		
Telephone Number		
Number	Time	
Additional Comments		



SECTION 17 – MARITAL STATUS

1. **Q. If I mark the “Married” box, must I provide information about my spouse?**
 A. Yes. You must select “Add an Entry” and provide information about your current spouse.

Help · Display · Logout	Navigation: SF86 Section 17: Marital Status
Section 17: Marital Status	
Section Summary	
Mark one box to show your current marital status.	
Marital Status:	
<input type="checkbox"/> Never married <input checked="" type="checkbox"/> Married (include Common Law) <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
Item 17A. Current Spouse	
If applicable, complete the following about your current spouse only.	
Current Spouse	
Not Applicable <input type="checkbox"/>	
Full name	Date married
Add an Entry	



2. **Q. What information is required about my spouse?**
 A. Their Full Name, Date of Birth, SSN, Place of Birth, Current Address, Date Married, Place Married (if Separated – Date Separated, Location of Separation Record) Country(ies) of Citizenship, Maiden Name and Dates Used.
3. **Q. What if my Wife’s Maiden Name and Married Name are the Same?**
 A. Enter the required information, and then in the Additional Comments Section provide remarks.
4. **Q. Must I provide the Dates of Use for each of her Other Names Used?**
 A. Yes.

5. Q. Must I provide the Address, since we live at the same residence?

- A. If the Address is the same, you can select the “Use My Current Address” button. If the Address is different, then your spouse’s Address will need to be added.

Provide your current spouse's address only if different than your current address; otherwise, check the "Use My Current Address" box.

Current Address
Use My Current Address

Street:
City:
Provide Country if outside the United States, otherwise, provide State and Zip Code
State: Zip Code:
Country:

Provide the requested information about your marriage.

Date Married
Month/Day/Year Est.

6. Q. Do I have to provide information regarding my former spouse?

- A. Yes. You are required to provide as much information as possible to include full name, date of birth, place of birth, citizenship, date married, date divorced or widowed, location of the divorce record, as well as current contact information.

7. Q. What if I don't know exactly where my ex-spouse currently resides?

- A. Provide as much information as you know concerning your ex-spouse's current address. If you have no information regarding their current whereabouts, then write 'unknown' in the address section along with an explanation such as 'no contact' for 'xx' number of years'.

SECTION 17C – COHABITANT

1. Q. Do I have to provide information on my cohabitant?

- A. Yes. You are required to provide as much information as possible to include full name, date of birth, place of birth, SSN, Citizenship, and date cohabitation began.

SECTION 18 – RELATIVES

1. Q. I have other relatives that do not have a code. How should I list them?

- A. You do not need to list relatives other than the ones that have a specific code. (ex; 1-Mother, 2-Father, 3-Stepmother, 4-Stepfather, etc.). There are some exceptions to this rule.

2. Q. I do not have any kind of communication with one or some of my relatives and I do not have any way to contact them. Am I required to find an address for them?

- A. Yes. You need to list them as a relative with the appropriate code. A response is required. You need to indicate in the address line that you do not know the information due to no contact with the relative.

SECTION 19 – FOREIGN CONTACTS

1. Q. I have foreign national relatives and associates who are not otherwise required to be listed. I have not seen any of these individuals for many years and

only speak with them by phone a few times a year. However, I do have a sense of personal closeness to them. Do they need to be listed on the form?

- A. Yes. Although you may not have an obligation to them or have any contact beyond an occasional phone call, since you are bound by personal affection you must list these relatives or associates. Only one of the three factors (affection, obligation, close and continuing contact) needs to be present in order for you to be required to list an individual. If none of these factors are present, then the individual does not need to be listed.

SECTION 20 – FOREIGN ACTIVITIES

1. Q. I was never directly employed by a foreign government, firm, or agency. However, with a previous employer I worked on a contract that provided consultation services to a foreign government. Am I required to provide this information?

- A. Yes. Any work you perform for a foreign government, firm, or agency must be provided.

2. Q. The company I work for does business as a consultant for a foreign government. However, I was never involved in that specific type or work. Do I need to provide this information on the SF-86.

- A. No. The question pertains to work you as an individual and does not extend to services performed by a firm or company in which you were not a participant.

3. Q. While traveling in a foreign country I had some personal items stolen from my hotel room. I reported the theft to the local police department. Is this contact something I need to disclose?

- A. Yes. Any contact with a foreign government or its representatives, outside of Official U.S. Government business must be provided in this section.

4. Q. I previously held a foreign passport with my country of birth. However, once I became a United States Citizen I gave up that passport and it is no longer active. Do I need to provide the information concerning this passport?

- A. Yes. If you have held an active passport anytime in the last seven years that was issued by a foreign government, the passport information must be listed.

SECTION 20C – FOREIGN COUNTRIES YOU HAVE VISITED

1. Q. I went on a cruise and visited several different countries; can I list them all in the same block?

- A. No. Because you visited the different countries, you need to list them separately on the form.

2. Q. Do United States Territories or Possessions such as Puerto Rico, Guam, or the US Virgin Islands need to be listed in this Section?

- A. No.

SECTION 21 – MENTAL AND EMOTIONAL HEALTH

1. Q. Are there any exceptions to the requirement to disclose mental health treatment or counseling?

- A. Yes, there are two exceptions. You should answer “No” if the counseling was for any of the following reasons and was not court ordered:
1. Strictly marital, family, or grief not related to violence by you; or
 2. Strictly related to adjustments from service in a military combat environment.

2. Q. I have previously received treatment from my family doctor for a mental health condition. Since the treatment was not received from a mental health professional, does the information need to be provided in this Section?

- A. Yes. With the exceptions noted above, mental health treatment or consultation that is received from any health care provider is required to be disclosed.

SECTION 22 – POLICE RECORD

1. Q. If I disclose that I have been arrested, charged, or convicted for any offense, will that prevent me from getting a position?

- A. Your police record is a suitability issue and will be adjudicated by the Agency.

2. Q. What am I required to disclose?

- A. You are required to list all arrests, charges or convictions, except traffic fines of less than \$300.

3. Q. What if I am unsure of the dates I was arrested/charged/convicted?

- A. You must provide estimated dates, and then select “Estimated” by the dates.

4. Q. What if my record was expunged?

- A. In almost all cases, you must provide the information relating expunged, sealed, or stricken court records. There is one very limited exception involving only certain types of narcotics charges. You should not assume that any expunged record involving a narcotics violation is covered under this exception. This exception applies only to a first time offense involving the simple possession of a Schedule I controlled substance. Additionally, to be eligible for the expungement of this type of offense, you must have met certain requirements (such as the successful completion of a probationary period) and must have been under age 21 at the time of the offense. You must then have made an application for the record to be expunged and have had the application accepted and so ordered by the appropriate court. Expungements that meet this limited exception would have been made under the authority of Title 21, United States Code, Section 844, or Title 18, United States Code, Section 3607.

SECTION 23 – ILLEGAL USE OF DRUGS OR DRUG ACTIVITY

1. Q. If I disclose that I have used illegal drugs, will that prevent me from getting a security clearance?

- A. While drug use is certainly a factor in the final determination regarding the issuance of a security clearance, it does not automatically disqualify you from

2. Q. What if I am unsure of the dates I used drugs?

A. You must provide estimated dates, and then select “Estimated” by the dates.

3. Q. What if I don’t know what drug(s) I used?

A. Enter “Unknown” in the substance field and enter all information you do have, including a thorough explanation and any additional comments.

Help · Display · Logout Navigation: SF86 Section 23: Illegal Use of Drugs or Drug Activity

Section 23: Illegal Use of Drugs or Drug Activity

Entry Details

Dates of use/activity

Date	Month/Year	Est./Pres
From:	Apr(04) / 2005	<input type="checkbox"/>
To:	Jun(06) / 2005	<input type="checkbox"/>

Type of controlled substance(s)

Unknown

Explain (nature of use/activity, frequency of activity and number of times used)

I used some type of drugs while depressed.

SECTION 24 – USE OF ALCOHOL

1. Q. I was required to attend court ordered alcohol counseling. Since the counseling was not voluntary, does it need to be disclosed in this Section?

A. Yes. Any counseling, whether voluntary or ordered by a court must be disclosed.

2. Q. I consulted on a single occasion with an alcohol abuse counselor. The counselor told me that I really didn’t need any further treatment. Does this information need to be provided?

A. Yes. Any treatment, no matter how limited must be listed.

SECTION 25 – INVESTIGATIONS AND CLEARANCE RECORD

1. Q. I was previously investigated, what information do I need to provide?

A. You will need to provide the following: Date of Investigation, Agency Code, and Clearance Code.

2. Q. I was previously investigated, but I do not recall the investigating agency/clearance code how should I record this?

A. Answer 'Yes', enter code 8 for "unknown".

SECTION 26 – FINANCIAL RECORD

1. Q. I know I have had some financial delinquencies in the past 7 years, however I don't remember the specifics. Where can I go to find this information?

A. Your personal credit reports will usually contain information concerning financial delinquencies going back at least 7 years. The three major credit reporting agencies are Trans Union, Experian, and Equifax. All three agencies allow you to order your credit histories either on-line or by mail.

2. Q. Are state and federal taxes considered debt?

A. Yes. State and federal tax obligations are considered debt. If you are currently over 90 days past due on payment of any tax obligation, or have been over 180 days delinquent in the last 7 years for any tax debt, the information must be provided in this section.

3. Q. I claimed Chapter 7, Personal Bankruptcy that included IRS taxes and/or Federal student loans, what should I do?

A. You will need to state that you have made plans and are in agreement with those plans to repay the taxes/student loans in the Additional Comments field or, you will need to state that you have an installment agreement in place and are current with your payments or have paid the balance for IRS taxes or have an agreement with the school to pay a set amount each month and are current with those payments in the Additional Comments field. You will have to provide a copy of the agreement at a later date.

2. 4. I claimed Chapter 13, Personal Bankruptcy what should I do?

A. You will need to state that you are current on your payments in the Additional Comments field and you will have to provide a copy of the agreement at a later date. Or, you will need to state that you have fulfilled all obligations and your payments are completed in the Additional Comments field and you will have to provide a copy of the provide a copy of the closed bankruptcy at a later date.

SECTION 28 – INVOLVEMENT IN NON-CRIMIANL COURT ACTIONS

1. Q. I have been a plaintiff, but never a defendant in a civil court case. Do I need to provide this information?

A. Yes. As a plaintiff you are a party to the civil court action.

2. Q. I was a defendant in a civil court case, however, the court ruled in my favor and the case was dismissed. Do I still need to disclose this information?

A. Yes. No matter the outcome of the court action the information must still be provided.

VALIDATE, REVIEW and CERTIFY

IF YOU REVIEWED THE DATA YOU PROVIDED FOR ACCURACY AND ARE PREPARED TO SUBMIT YOUR COMPLETED INVESTIGATION REQUEST, CLICK THE 'CERTIFY REQUEST BUTTON' WHICH WILL GENERATE AN OFFICIAL, SUBMITTABLE COPY OF YOUR INVESTIGATION REQUEST; OTHERWISE, USE THE NAVIGATION MENU ABOVE TO NAVIGATE TO THE APPROPRIATE SECTIONS TO MAKE CHANGES.

NOTE: AFTER CLICKING THE 'CERTIFY/REQUEST BUTTON, YOU WILL NO LONGER BE ABLE TO MAKE CHANGES TO THE DATA YOU SUBMITTED.

CERTIFICATION THAT MY ANSWERS ARE TRUE:

1. Q. When I sign my name, do I have to sign my full legal name with middle name?

A. Yes.

AUTHORIZATION FOR RELEASE OF INFORMATION:

1. Q. Do I have to sign and print my full legal name, including my middle name?

A. Yes.

2. Q. Is it a problem if I draw a slash through the number 7?

A. Yes. It makes the dates unclear for OPM processing.

3. Q. If I forget something and omitted information that should be on the SF-86, how can I add the information to the form after I have submitted it?

A. Contact the IRS Employee Resource Center (ERC) at 1-866-743-5748, select Option 1 and follow the voice prompts for e-QIP assistance. Toll-free TTY 1-866-924-3578.

Note: The Employee Resource Center is only able to reset your Golden Questions and answer specific questions regarding the form you are completing in e-QIP. For all other questions, please contact the Employment Office listed in your e-QIP invitation letter.

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION:

1. Q. How will this information be used?

A. Contact will not be made with any medical practitioner or counselor unless you disclose or investigation uncovers treatment by a health care professional or counselor regarding a mental health condition. This does not include treatment for marital, family, or grief counseling not related to violence by you. In the event that contact with a health care provider is necessary, the medical release form outlines the limited questions that may be asked in order to obtain information that is needed to make a final determination regarding the granting of a security clearance.

2. Q. Do I have to sign and print my full legal name, including my middle name?

A. Yes.