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 NACLC/Secret or 10 yrs for SSBI/Top Secret.
  - Address information - http://maps.google.com/
- **Education History:** Must go back 7 yrs for NACLC/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 NACLC/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