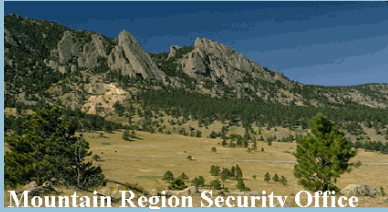




U.S. Department of Commerce

Office of Security

Mountain Region Security Office



Mountain Region Security Office

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I am sending you this block of instruction so that you can complete an Investigation Questionnaire (SF85) online. Please go to the following link to start completing your investigation:

www.opm.gov/e-qip/

You also must submit any additional forms requested as a prerequisite for your clearance. You can get additional forms online at <http://www.boulder.nist.gov/security> or at the Security Office. Please return these forms to the Security Office in Bldg 1, Room 4512, mailcode MRS.

We strongly encourage you to have these investigative forms completed online within 5-7 days so we can get your investigation started as soon as possible.

If you should have any questions, please feel free to contact our offices at any time.

Thank you.

Additional Documents Needed:

For Background Investigations:

SF-87 Fingerprint Chart

OF-612 or Resume

OF-306

E-QIP (Electronic Questionnaires for Investigations Processing)

Getting Started:

1.) Start your internet browser and enter the following URL website address: www.opm.gov/e-qip/

2.) The e-QIP Gateway Page will appear. Scroll down and click the link labeled e-QIP Applicant Site. As reference, please print out the PDF brochure for Applicants.

3.) A "browser checker" utility will automatically run and test your computer for e-QIP compatibility. Click the CONTINUE button to proceed to the application. (If after doing so you receive the error message "Page Cannot be Displayed," please follow previous instructions to enable TLS 1.0)

4.) A Security Alert box will appear, asking "Do you want to proceed?" Click the YES button with the mouse, or type <CTRL Y> to continue.

5.) The e-QIP Welcome screen will appear. Enter your Social Security Number in the text entry boxes, and click the SUBMIT button to log on to

the e-QIP applicant site.

6.) Answer the three default Golden Questions and then you may create new Golden Questions and Answers on the next page.

7.) Click the highlighted link that says: Enter Your Data.

8.) Complete the SF-85 or SF-86 questions and save as instructed. Validation of your data will occur after every screen save.

9.) Be sure to Certify/Submit your form when your form is complete.

10) Print out the (2) release forms and (1) certification for your signature. These forms need to be returned to your hiring agency. You may also want to print a copy for your own record.