

INSTRUCTIONS:

1. Please **TYPE** or **PRINT** clearly with a dark ball point pen.
2. To apply for access into U.S. Secret Service controlled facilities, Contractor Personnel **must** complete this form in its entirety. (Failure to properly complete this form can result in contractual delays and/or non admittance into U.S. Secret Service controlled facilities.
3. Fill out, sign and return to **U.S. Secret Service, Security Clearance Division, Suite 3800, 950 H Street, NW, Washington, DC 20223**. (Must be completed and signed by individual person applying.)
4. If there are any questions regarding this form, please contact the Security Clearance Division at (202) 406-5830.

PUBLIC BURDEN INFORMATION

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper. Comments and or suggestions concerning the accuracy of this burden estimate and for reducing this burden should be directed to the U.S. Secret Service, Management and Organization Division, Policy Analysis and Organizational Development Branch, Suite 7800, 950 H Street, NW, Washington, DC 20223; and to the Office of Management and Budget, Paperwork Reduction Project (1620-0002), Washington, DC 20503. An agency may not conduct or sponsor, and a person is not required to, a collection of information unless the collection of information displays a valid OMB control number.