

[Help](#) · [Display](#) · [Logout](#)

Navigation:

Expected Attachments

Attachments List

OMB No. 3206-0005

Reminder: This Investigation Request number is **50733**.

If you need to submit additional documents with your request, give a brief title or description of each attachment you plan to provide (e.g., map with directions to residence). Providing this list is optional; however, doing so may assist the processing offices in accounting for all attachments. Include each attachment's page count. (One sheet with content on front and back is two pages.)

Write your social security number and the Investigation Request number on the margin of each attachment you submit.

Expected Attachments

#	Name	Pages
1.	<input type="text"/>	<input type="text"/>
<input type="button" value="Add A Blank Entry"/>		

Note: If you do not have any expected attachments to provide, click "Save" to continue.

[Help](#) · [Display](#) · [Logout](#)

Navigation: Supplemental Information

Go

Supplemental Information

Provide Optional Information

OMB No. 3206-0005

If you choose, you may also provide any or all of the following additional information items to us. When finished, click "Save" to continue.

Internet Email Address

Save

Version 2.00.00

[Help](#) · [Display](#) · [Logout](#)

Navigation:

Validate, Review, and Certify

Validate Your Data

OMB No. 3206-0005

Below are the results of validating your data.

Validation found no errors or unsatisfied warnings. You may continue to the next task.

Version 2.00.00

[Help](#) · [Display](#) · [Logout](#)Navigation:

Validate, Review, and Certify

Review Your Data

OMB No. 3206-0005

Click the "Display" link above to open a printable working copy of the data you provided. If you displayed your data before, be sure to close all other working copies you have open to ensure that you are reviewing the current copy. Review the information you provided for completeness and accuracy. If you are ready to certify the data you provided, click the Continue button to advance to the next screen. If you need to make changes, use the Navigation menu above to return to the appropriate sections to make changes.

Version 2.00.00

[Help](#) · [Display](#) · [Logout](#)Navigation:

Go

Validate, Review, and Certify

Certify Your Investigation Request

OMB No. 3206-0005

NOTICE: AFTER CLICKING THE CERTIFY INVESTIGATION REQUEST BUTTON BELOW, YOU WILL NO LONGER BE ABLE TO MAKE CHANGES TO THE DATA YOU SUBMITTED.

If you reviewed the data you provided for accuracy and are prepared to submit your completed Investigation Request, click the Certify Investigation Request 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.

Notice: This step certifies your Investigation Request but it does NOT transmit it to the initiating agency. *Failure to follow the instructions on the next screen will delay processing of your Investigation Request.*

The document generation process may take 20-30 seconds to complete. Please click this button only once.

IMPORTANT: YOUR BACKGROUND INVESTIGATION CANNOT START UNTIL YOUR AGENCY RECEIVES THE SIGNED SIGNATURE FORMS THAT WILL BE PRESENTED TO YOU ON THE NEXT SCREEN.

Version 2.00.00

[Help](#) · [Return To Menu](#) · [Logout](#)

Release Investigation Request

Print Signature Forms and Release for Processing

OMB No. 3206-0005

NOT COMPLETING THESE TASKS WILL DELAY PROCESSING OF YOUR INVESTIGATION REQUEST

- Carefully follow the instructions provided below in the order displayed.
- If you are unable to complete these 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 these documents.

After you certified the completeness and accuracy of the information in your Investigation Request, e-QIP 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 the "Help" link for more information.

Step One

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

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

Next you must print a copy of the signature form(s). The requesting agency must receive the signed form(s) to begin processing your Investigation Request. Print, sign, and submit the form(s) according to the instructions you have been provided. Print to only one side of each sheet of paper. Ensure that the text on the printed copy is legible and that all pages print. The printed text may not contain gaps, extraneous lines, or other errors caused by printer problems. Click the "Help" link for more information.

Step Two

Click this link to display the signature form(s), then print a copy, sign, and submit the form(s) to the office requesting your investigation.

[Display the Signature Form\(s\) for Printing](#)

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

When you have completed the steps listed above, 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 or review.

Step Three

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

Release Request/Transmit to Agency

Version 2.00.00

Help for Release Investigation Request

OMB No. 3206-0005

Printing Signature Forms and Releasing for Processing

NOT COMPLETING THESE TASKS WILL DELAY PROCESSING OF YOUR INVESTIGATION REQUEST. Carefully follow the instructions provided. If you are unable to complete any of the steps at this time (e.g. if you do not have access to a printer at your computer), click "Logout" to end this session. You may return to e-QIP at a later time to complete the remaining steps.

Printing the Archival Copy

After you certified the completeness and accuracy of the information in your Investigation Request, e-QIP 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 Reader or Adobe Acrobat, version 4.0 or greater, to view the archival copy and a printer to print it.

First, check to see if you already have version 4.0 or greater installed on your computer. One way to check is to click on the "Display the Archival Copy of this Investigation Request for Printing" link. Your web browser will attempt to download and open the document using Adobe Acrobat or Adobe Reader if it is installed. If the archival copy does not appear and your web browser displays "garbled" text or if your web browser displays a window asking if you want to save the file, then you probably do not have the required software installed. Go to the [Adobe Reader download site](#) for more information about downloading and installing the application.



Once you have your computer configured to correctly display the archival copy of your Investigation Request, use the "Print" feature (located under the "File" menu) to print a copy for your records. Print the document on 8.5" x 11" Letter paper. A color printer is not required. Ensure that your printer prints the entire document. Refer to the page numbers printed on the document to verify this. Ensure that the text on all pages is readable, as this document will become part of your personal records.

If you still need assistance with printing, contact the office that initiated your Investigation Request.

Printing the Signature Forms

Next you must print the signature forms associated with your Investigation Request. Following the same procedures as you did for printing the archival copy, display and print the signature forms. Print to only one side of each paper sheet. You must submit these forms to the office that initiated your Investigation Request. Follow the instructions provided to you by that office.

Releasing Your Investigation Request for Processing

When you have completed the steps listed above, 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 or review.

[Help](#) · [Help Us Improve e-QIP](#)

Farewell

Thank You For Using the e-QIP System

OMB No. 3206-0005

Your Investigation Request has been released for processing. This completes the online portion of your submission. Please remember to sign and submit the signature forms to the office that requested your investigation.

Thank you for completing your form using the e-QIP system. If you are willing, please take a moment to answer a few questions regarding this experience to help us improve this process by following [this link](#).

For your privacy, close this window when you finish.

Version 2.00.00

Help for Farewell

OMB No. 3206-0005

After Finishing an Investigation Request

Your Investigation Request has been released for processing. This completes the online portion of your submission. Please remember to sign and submit the signature forms to the office that requested your investigation.

[Help](#) · [Return To Menu](#) · [Logout](#)

Previous Rejection Comments

OMB No. 3206-0005

View Comments About Your Previous Investigation Request

The following messages explain why your prior Investigation Request, #50733, was returned to you for correction. Follow the instructions provided in those messages to make the necessary correction(s), then certify and submit the new Investigation Request using the same process that you followed for the previous one.

Note: For your convenience, you may click "[Display Previous Request](#)" to open a copy of your previously submitted Investigation Request in a separate window. You will need Adobe Acrobat Reader or Adobe Acrobat to view the document. Click "Help" for more information.

Rejection Comments

Additional information needs to be provided for section 11.

Version 2.00.00

Help for Previous Rejection Comments

OMB No. 3206-0005

Viewing Comments About Your Previous Investigation Request

The messages on this screen explain why your Investigation Request was returned to you for correction. Follow the instructions provided in those messages to make the necessary correction(s), then certify and submit the new Investigation Request using the same process that you followed for the previous one.

Viewing/Printing Your Previous Investigation Request

You may view a copy of the responses you provided on your prior Investigation Request by clicking the "Display Previous Request" link, which opens a Review Copy of your prior submission in a separate window.