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Form Completion Instructions

Instructions for Completing This Form

OMB No. 3206-0005
Form: SF85

[Public Burden Information](#)

At the end of these instructions, you must certify that you have carefully read the instructions before you will be allowed to begin this form.

Questionnaire for Non-Sensitive Positions (SF85 Format)

OMB No. 3206-0005

Follow instructions fully or we cannot process your form. If you have any questions, contact the office that gave you the form.

Purpose of this Form

The United States Government conducts background investigations to establish that applicants or incumbents either employed by the Government or working for the Government under contract, are suitable for the job. Information from this form is used primarily as the basis for this investigation.

Giving us this information is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or employment prospects.

You are required to answer the questions fully and truthfully and your failure to do so could be grounds for an adverse employment decision or action against you.

Authority to Request this Information

Depending upon the purpose of your investigation, the United States Government is authorized to ask for this information under Executive Order 10450, sections 3301 and 3302 of title 5, United States Code; and parts 2, 5, 731, and 736 of title 5, Code of Federal Regulations.

Your Social Security Number (SSN) is needed to keep records accurate because other people may have the same name and birth date. Disclosure of your SSN will be used to help identify you in agency records. Although disclosure of your SSN is not mandatory, failure to disclose your SSN may prevent or delay the processing of your background investigation. We may verify your SSN with the Social Security Administration. The authority for soliciting and verifying your SSN is Executive Order 9397.

The Investigative Process

Background investigations for non-sensitive positions are conducted to develop information to show whether you are reliable, trustworthy, and of good conduct and character. The information that you provide on this form may be confirmed during the investigation. The investigation may extend beyond the time covered by this form when necessary to resolve issues. Your current employer may be contacted as part of the investigation, even if you have previously indicated on applications

or other forms that you do not want your current employer to be contacted.

Instructions for Completing this Form

1. Follow the instructions given to you by the office that gave you this form and any other clarifying instructions furnished by that office to assist you in completion of this form. You should retain a copy of the completed form for your records.
2. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form by checking the associated "Not Applicable" box.
3. Do not abbreviate the names of cities or foreign countries. Whenever you are asked to supply a country name, you may select the country name by using the country list feature.

To use the country list feature, click on the "List" link beside the "Country" title to open a listing of country names in a separate window. Find the desired country name and use your web browser's "Copy" and "Paste" features to copy the country name into the "Country" text field. If the country name is not in the list, manually enter the country name into the "Country" text field.

When entering a United States address or location, select the state or territory from the "States" pull-down list. Selecting a state/territory implies "United States" as the country, so you do not need to enter it into the "Country" text field. For locations outside of the United States and its territories, enter the name of the country into the "Country" text field and leave the "State" field blank.

4. The 5-digit postal ZIP codes are needed to speed the processing of your investigation. The office that provided this form will assist you in completing the ZIP codes.
5. For telephone numbers in the United States, be sure to include the area code.
6. All dates provided on this form must be in Month/Day/Year or Month/Year format. Use the pull down lists to select the month and day. The year should be entered as all four numbers, i.e., 1978 or 2001. If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by checking the "Est." box.

Final Determination on Your Suitability

Final determination on your eligibility for a non-sensitive position is the responsibility of the Federal agency that requested your investigation. You may be provided the opportunity personally to explain, refute, or clarify any information before a final decision is made.

Penalties for Inaccurate or False Statements

The United States Criminal Code (title 18, section 1001) provides that knowingly falsifying or concealing a material fact is a felony which may result in fines and/or up to 5 years of imprisonment. In addition, Federal agencies generally fire or disqualify individuals who have materially and deliberately falsified these forms, and this remains a part of the permanent record for future placements. Your trustworthiness is a very important consideration in deciding your suitability. Your prospects of placement are better if you answer all questions truthfully and completely. You will have adequate opportunity to explain any information you give us on this form and to make your comments part of the record.

Disclosure of Information

The information you give us is for the purpose of determining your suitability for Federal employment; we will protect it from unauthorized disclosure. The collection, maintenance, and disclosure of background investigative information is governed by the Privacy Act. The agency that requested the investigation and the agency that conducted the investigation have published notices in the Federal Register describing the systems of records in which your records will be maintained. The information on this form, and information collected during an investigation, may be disclosed without your consent by an agency maintaining the information in a system of records as permitted by the Privacy Act [5 U.S.C. 552a(b)], and by routine uses published by the agency in the Federal Register. The office that gave you this form will provide you a copy of its routine uses, if they are different than those listed on this form.

PRIVACY ACT ROUTINE USES

OPM has published routine uses for disclosing background information in OPM's systems of investigative records. OPM conducts the majority of background investigations and serves as the lead agency for the SF 85. OPM's routine uses follow:

- To designated officers and employees of agencies, offices, and other establishments in the executive, legislative, and judicial branches of the Federal Government, having a need to evaluate qualifications, suitability, and loyalty to the United States Government and/or a security clearance access or determination.
- To designated officers and employees of agencies, offices, and other establishments in the executive, legislative, and judicial branches of the Federal Government, when such agency, office, or establishment conducts an investigation of the individual for purposes of granting a security clearance, or for the purpose of making a determination of qualifications, suitability, or loyalty to the United States Government, or access to classified information or restricted areas.
- To designated officers and employees of agencies, offices, and other establishments in the executive, judicial, or legislative branches of the Federal Government, having the responsibility to grant clearances to make a determination regarding access to classified information or restricted areas, or to evaluate qualifications, suitability, or loyalty to the United States Government, in connection with performance of a service to the Federal Government under a contract or other agreement.
- To the intelligence agencies of the Department of Defense, the National Security Agency, the Central Intelligence Agency, and the Federal Bureau of Investigation for use in intelligence activities.
- To any source from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.
- To the appropriate Federal, State, local, tribal, foreign, or other public authority responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where OPM becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.
- To an agency, office, or other establishment in the executive, legislative, or judicial branches of the Federal Government, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
- To provide information to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. However, the investigative file, or parts thereof, will only be released to a congressional office if OPM receives a notarized authorization or signed statement under 28 U.S.C. 1746 from the subject of the investigation.

- To the Office of Management and Budget (OMB) at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.
- To disclose information to contractors, grantees, experts, consultants or volunteers performing or working on a contract, service, or job for the Federal Government.
- For Judicial/Administrative Proceedings--To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, when the Government is a party to the judicial or administrative proceeding. In those cases where the Government is not a party to the proceeding, records may be disclosed if a subpoena has been signed by a judge.
- For National Archives and Records Administration--To disclose information to the National Archives and Records Administration for use in records management inspections.
- Within OPM for Statistical/Analytical Studies--By OPM in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies. While published studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.
- For Litigation--To disclose information to the Department of Justice, or in a proceeding before a court, adjudicative body, or other administrative body before which OPM is authorized to appear, when
 - (1) OPM, or any component thereof; or
 - (2) Any employee of OPM in his or her official capacity; or
 - (3) Any employee of OPM in his or her individual capacity where the Department of Justice or OPM has agreed to represent the employee; or
 - (4) The United States, when OPM determines that litigation is likely to affect OPM or any of its components; is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice or OPM is deemed by OPM to be relevant and necessary to the litigation provided, however, that the disclosure is compatible with the purpose for which records were collected.
- For the Merit Systems Protection Board--To disclose information to officials of the Merit Systems Protection Board or the Office of the Special Counsel, when requested in connection with appeals, special studies of the civil service and other merit systems, review of OPM rules and regulations, investigations of alleged or possible prohibited personnel practices, and such other functions, e.g., as promulgated in 5 U.S.C. 1205 and 1206, or as may be authorized by law.
- For the Equal Employment Opportunity Commission--To disclose information to the Equal Employment Opportunity Commission when requested in connection with investigations into alleged or possible discrimination practices in the Federal sector, compliance by Federal agencies with the Uniform Guidelines on Employee Selection Procedures or other functions vested in the Commission and to otherwise ensure compliance with the provisions of 5 U.S.C. 7201.
- For the Federal Labor Relations Authority--To disclose information to the Federal Labor Relations Authority or its General Counsel when requested in connection with investigations of allegations of unfair labor practices or matters before the Federal Service Impasses Panel.

PUBLIC BURDEN INFORMATION

Public burden reporting for this collection of information averages 30 minutes, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to OPM Forms Officer, U.S. Office of Personnel Management, 1900 E Street NW,

Washington, DC 20415. Do not send your completed form to this address, send it to the office that provided you the form. The OMB clearance number, 3206-0005, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

I certify that I have carefully read the foregoing instructions to complete this form.

I Certify

Version 2.00.00

Public Burden Information

OMB No. 3206-0005

Public burden reporting for this collection of information averages 30 minutes, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to OPM Forms Officer, U.S. Office of Personnel Management, 1900 E Street NW, Washington, DC 20415. Do not send your completed form to this address, send it to the office that provided you the form. The OMB clearance number, 3206-0005, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

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Sections 1-7: Your Identifying Information

Comprehensive Details

OMB No. 3206-0005
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Provide the following information about your identity.

Section 1: Full Name

If you have no first name or middle name, select No First Name (NFN) or No Middle Name (NMN), as appropriate. If you have only initials in your name, enter the initial(s) (without the period) and select Initial Only (IO). If you are a "Jr.," "Sr.," etc., enter this under Suffix.

Full Name

	Name	IO/NFN/NMN
Last:	<input type="text"/>	<input type="text"/>
First:	<input type="text"/>	<input type="text"/>
Middle:	<input type="text"/>	<input type="text"/>
Suffix:	<input type="text"/>	<input type="text"/>

Section 2: Date of Birth

Date of Birth

Month/Day/Year	Est.
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>

Section 3: Place of Birth

Place of Birth

City:	<input type="text"/>	County:	<input type="text"/>
Provide Country if outside the United States; otherwise, provide State.			
State:	<input type="text"/>		
Country: (List)	<input type="text"/>		

Section 5: Other Names Used

Give other names you 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 "nee" box.

Other Names Used

Not Applicable

#	Name	nee	Dates Used																													
1.	<table border="1"> <thead> <tr> <th colspan="2">Name</th> <th>IO/NFN/NMN</th> </tr> </thead> <tbody> <tr> <td>Last:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>First:</td> <td><input type="text"/></td> <td><input type="text" value="v"/></td> </tr> <tr> <td>Middle:</td> <td><input type="text"/></td> <td><input type="text" value="v"/></td> </tr> <tr> <td>Suffix:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Name		IO/NFN/NMN	Last:	<input type="text"/>	<input type="text"/>	First:	<input type="text"/>	<input type="text" value="v"/>	Middle:	<input type="text"/>	<input type="text" value="v"/>	Suffix:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> nee	<table border="1"> <thead> <tr> <th colspan="3">Dates Used</th> </tr> <tr> <th>Date</th> <th>Month/Year</th> <th>Est./Pres.</th> </tr> </thead> <tbody> <tr> <td>From:</td> <td><input type="text" value="v"/> / <input type="text" value="v"/></td> <td><input type="text" value="v"/></td> </tr> <tr> <td>To:</td> <td><input type="text" value="v"/> / <input type="text" value="v"/></td> <td><input type="text" value="v"/></td> </tr> </tbody> </table>		Dates Used			Date	Month/Year	Est./Pres.	From:	<input type="text" value="v"/> / <input type="text" value="v"/>	<input type="text" value="v"/>	To:	<input type="text" value="v"/> / <input type="text" value="v"/>	<input type="text" value="v"/>
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To:	<input type="text" value="v"/> / <input type="text" value="v"/>	<input type="text" value="v"/>																														
<input type="button" value="Add A Blank Entry"/>																																

Section 6: Mother's Birth Name

Mother's Birth Name

	Name	IO/NFN/NMN
Last:	<input type="text"/>	<input type="text"/>
First:	<input type="text"/>	<input type="text" value="v"/>
Middle:	<input type="text"/>	<input type="text" value="v"/>

Section 7: Your Identifying Information

Height

Feet: Inches:

Weight (Pounds)

Hair Color

Eye Color

Sex

- Female
- Male

Additional Comments

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

Save

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Navigation: SF85 Section 8: Contact Information

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Section 8: Contact Information

Comprehensive Details

OMB No. 3206-0005
Form: SF85**Work E-mail Address****Home E-mail Address**

Provide your telephone numbers and the time of the day that you are most likely available at these numbers. Include the Area Code and extension, where applicable.

Work Telephone

Number	Time
<input type="text"/>	<input type="text"/>

Home Telephone

Number	Time
<input type="text"/>	<input type="text"/>

Mobile Telephone

Number	Time
<input type="text"/>	<input type="text"/>

Additional Comments

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

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Section 9: Citizenship

Comprehensive Details

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Mark the box that reflects your current citizenship status and follow its instructions.

Current Citizenship Status

- I am a U.S. citizen or national by birth in the U.S. or U.S. territory/commonwealth.
- I am a U.S. citizen by birth, born outside the U.S. (Answer item 9A)
- I am a naturalized U.S. citizen. (Answer item 9B)
- I am not a U.S. citizen. (Answer item 9C)

U.S. Passport

Report information from your current or most recent U.S. Passport, if applicable.

This information is not applicable to me.

Passport Number

Date Issued

Month/Day/Year	Est.
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>

Expired?

- Yes
- No

Item 9A

Report information from Form 240, if applicable.

State Department Form 240 (Report of Birth Abroad of a Citizen of the United States)

This information is not applicable to me.

Date Form Was Completed

Month/Day/Year		Est.
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Explanation

Item 9B

Citizenship Certificate

Certificate Number

Date Issued

Month/Day/Year		Est.
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Expired?

Yes
 No

Where was this certificate issued?

Court

Location

City:	<input type="text"/>
State:	<input type="text"/>

Naturalization Certificate

Certificate Number

Date Issued

Month/Day/Year	Est.
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>

Expired?

Yes
 No

Where was this certificate issued?

Court

Location

City:	<input type="text"/>
State:	<input type="text"/>

Item 9C

Immigration Status	
Place of Entry	
City:	<input type="text"/>
State:	<input type="text"/>
Date of Entry	
Month/Day/Year	Est.
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>
Type of Document	
<input type="text"/>	
Document Number	
<input type="text"/>	
Date Issued	
Month/Day/Year	Est.
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>

Country(ies) of Citizenship

#	Country
1.	<input type="text"/> (List)
<input type="button" value="Add A Blank Entry"/>	

Additional Comments

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

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Section 10: Citizenship Information

Comprehensive Details

OMB No. 3206-0005
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Answer the following question.

Question	Yes	No
Do you now hold or have you ever held multiple citizenships?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes," provide responses for the following questions.

Item 10A

Provide the name(s) of the country(ies).

Country(ies) of Citizenship

#	Country
1.	<input type="text"/> (List)
<input type="button" value="Add A Blank Entry"/>	

Item 10B

During what periods of time did you hold multiple citizenships?

Time Periods

Item 10C

How were multiple citizenships obtained?

How Obtained

Item 10D

Why have you held multiple citizenships?

Multiple Citizenships Explanation

Item 10E

Have you renounced or attempted to renounce your foreign citizenship?

Renounced/Attempted to Renounce

- Yes
- No

Additional Comments

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

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Section 11: Where You Have Lived

Section Summary

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List the places where you have lived, beginning with your present residence and working back 5 years. All periods must be accounted for without breaks. You may omit temporary military duty locations under 90 days (list your permanent address instead). 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 (~)/(~) To (~)/(~)	(~)	(~)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Additional Comments

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

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Section 11: Where You Have Lived

Entry Details

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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 specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port.

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

For addresses in the last 5 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.

Dates of Activity

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Status

- Own
 Rent
 Military Housing
 Other

Street Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

If an overseas military assignment, provide APO/FPO address.

APO/FPO Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Point of Contact for this Period of Residence

For any address in the last 5 years, list a person who knew you at that address, and who preferably still lives in that area. Do not list people for residences completely outside this 5-year period, and do not list your spouse, former spouse, or other relatives.

Name of Person Who Knows You (Last, First)

Relationship

- Neighbor
- Friend
- Landlord
- Business Associate
- Other

Current Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Provide APO/FPO address if currently applicable.

APO/FPO Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>

Country: (List)	<input type="text"/>
---	----------------------

Telephone Number

Number
<input type="text"/>

Alternate Contact Number

Number
<input type="text"/>

Additional Comments

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

<input type="text"/>

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Reset this Screen"/>
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Section 12: Where You Went To School

Section Summary

OMB No. 3206-0005
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Item 12A. School Information

List the schools you have attended, beginning with the most recent and working back 5 years. If all of your education occurred more than 5 years ago, list your most recent Degree/Diploma including high school, no matter when that education occurred.

Summary of Where You Went To School

 Not Applicable

#	Time Period	School Name	Actions
1	From (~)/(~) To (~)/(~)	(~)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add an Entry"/>			

Item 12B. Suspension or Expulsion

Answer the following question.

Question	Yes	No
Were you suspended or expelled from any of the institutions above?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes," explain. Do not include academic probations.

Suspension/Expulsion Explanation

Additional Comments

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

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Section 12: Where You Went To School

Entry Details

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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 schools, provide the address where the records are maintained.

Dates of Activity

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Select the most appropriate type that describes your school.

School Type

- High School
 College/University/Military College
 Vocational/Technical/Trade School
 Correspondence/Distance/Extension/Online School

School Name

Street Address of School

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

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

Degree/Diploma/Other

- Not Applicable

#	Dates Awarded	Degree/Diploma/Other
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.	Date Awarded				
	<table border="1"> <tr> <td>Month/Year</td> <td>Est.</td> </tr> <tr> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </table>	Month/Year	Est.	<input type="text"/>	<input type="checkbox"/>
Month/Year	Est.				
<input type="text"/>	<input type="checkbox"/>				
<input type="button" value="Add A Blank Entry"/>					

Person Who Knew You

For schools you attended in the past 5 years, list a person who knew you at school (instructor, student, etc.). Do not list people for education completely outside this 5-year period.

Name (Last, First)

Current Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Telephone Number

Number
<input type="text"/>

Additional Comments

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

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Section 13A/B: Employment Activities

Section Summary

OMB No. 3206-0005
Form: SF85

Item 13A. Employment Information

List your employment activities, beginning with the present and working back 5 years. You should list all full-time and part-time work, paid or unpaid, consulting/contracting work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire period must be accounted for without breaks. **EXCEPTION:** Do not list employments before your 18th birthday unless to provide a minimum of 2 years of employment history.

Summary of Your Employment Activities

#	Time Period	Type of Employment	Actions
1	From (~)/(~) To (~)/(~)	(None Selected)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add an Entry"/>			

Item 13B. Former Federal Service

List any former Federal service, excluding Military service, if not indicated previously.

Summary of Your Former Federal Service

 Not Applicable

#	Dates of Federal Service	Agency	Position Title	Actions
1	From (~)/(~) To (~)/(~)	(~)	(~)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add an Entry"/>				

Additional Comments

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

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Section 13A/B: Employment Activities

Select Employment Type

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Check the appropriate box to identify the type of employment.

Type of Employment

- Federal
- Military
- Military/Federal Contractor
- State Government
- Unemployment
- Self-employment
- Other

Save

Cancel

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Section 13A/B: Employment Activities

Employment Activity Details

OMB No. 3206-0005
Form: SF85**Dates of Activity**

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Type of Employment**Work Hours**

- Full-time
 Part-time

Position Title**List the business name of your employer.****Employer Name****Employer's Street Address**

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Employer's Telephone Number**Number****Your Physical Location (if different from employer address)**

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Job Location Telephone Number**Number****Supervisor's Name (Last, First)****Supervisor's Title****Supervisor's Street Address**

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Supervisor's Telephone Number**Number**

Provide Additional Periods of Activity if you worked for this employer on more than one occasion at the same location. After entering the most recent period of employment above, provide previous periods of employment at the same location in the additional fields provided below. For example, if you worked at XY Plumbing in Denver, CO, during 3 separate periods of time, you would enter dates and information concerning the most recent period of employment above, and provide dates, position titles, and supervisors for the two previous periods of employment as entries below.

Additional Periods of Activity with this Employer Not Applicable

#	Dates of Activity	Position Title	Supervisor
1.	Dates of Activity		
	Date	Month/Year	Est.
	From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
	To:	<input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="button" value="Add A Blank Entry"/>			

If this is a former employment or if you intend to leave this position, indicate your reason for leaving.

Reason for Leaving

Not Applicable

- Left job under favorable circumstances
- Left job by mutual agreement following charges or allegations of misconduct
- Left job by mutual agreement following notice of unsatisfactory performance
- Quit job after being told you'd be fired
- Fired from job
- Laid off from job by employer
- Other (explain)

Explanation

Additional Comments

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

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Section 13A/B: Employment Activities

Employment Activity Details

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Dates of Activity

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Type of Employment

 Military

Work Hours

- Full-time
 Part-time

Include your duty location or home port as well as your branch of service. You should provide separate listings to reflect changes in your military duty locations or home ports.

Service Branch

Military Rank

Military Duty Location

Street Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Telephone Number

Your Physical Location (if different from employer address)

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Job Location Telephone Number

Number
<input type="text"/>

Supervisor's Name (Last, First)

Supervisor's Title

Supervisor's Street Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Supervisor's Telephone Number

Number
<input type="text"/>

Additional Comments

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

Save

Cancel

Delete

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Section 13A/B: Employment Activities

Employment Activity Details

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Dates of Activity

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Type of Employment

Work Hours

- Full-time
 Part-time

Position Title

List contract, not federal agency.

Employer Name

Employer's Street Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Employer's Telephone Number

Number
<input type="text"/>

Your Physical Location (if different from employer address)

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Job Location Telephone Number**Number****Supervisor's Name (Last, First)****Supervisor's Title****Supervisor's Street Address**

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Supervisor's Telephone Number**Number**

Provide Additional Periods of Activity if you worked for this employer on more than one occasion at the same location. After entering the most recent period of employment above, provide previous periods of employment at the same location in the additional fields provided below. For example, if you worked at XY Plumbing in Denver, CO, during 3 separate periods of time, you would enter dates and information concerning the most recent period of employment above, and provide dates, position titles, and supervisors for the two previous periods of employment as entries below.

Additional Periods of Activity with this Employer Not Applicable

#	Dates of Activity	Position Title	Supervisor									
1.	Dates of Activity <table border="1"> <thead> <tr> <th>Date</th> <th>Month/Year</th> <th>Est.</th> </tr> </thead> <tbody> <tr> <td>From:</td> <td><input type="text"/> / <input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>To:</td> <td><input type="text"/> / <input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Date	Month/Year	Est.	From:	<input type="text"/> / <input type="text"/>	<input type="text"/>	To:	<input type="text"/> / <input type="text"/>	<input type="text"/>		
Date	Month/Year	Est.										
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>										
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>										
<input type="button" value="Add A Blank Entry"/>												

If this is a former employment or if you intend to leave this position, indicate your reason for leaving.

Reason for Leaving

Not Applicable

- Left job under favorable circumstances
- Left job by mutual agreement following charges or allegations of misconduct
- Left job by mutual agreement following notice of unsatisfactory performance
- Quit job after being told you'd be fired
- Fired from job
- Laid off from job by employer
- Other (explain)

Explanation

Additional Comments

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

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Section 13A/B: Employment Activities

Employment Activity Details

OMB No. 3206-0005
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Dates of Activity

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Type of Employment

Work Hours

- Full-time
 Part-time

Occupation

Business Name

Street Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Telephone Number

Number
<input type="text"/>

List the name of the person who can verify your self-employment.

Verifier Name

Verifier's Street Address

Street:	<input type="text"/>
City:	<input type="text"/>
Provide Country if outside the United States; otherwise, provide State and Zip Code.	
State:	<input type="text"/> ▼
Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>

Verifier's Telephone Number

Number
<input type="text"/>

Additional Comments

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

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Section 13A/B: Employment Activities

Employment Activity Details

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Dates of Activity

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Type of Employment

Unemployment

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

Verifier Name

Verifier's Street Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country:	<input type="text"/>		
	(List)		

Verifier's Telephone Number

Number
<input type="text"/>

Additional Comments

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

Save

Cancel

Delete

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Section 13A/B: Employment Activities

Former Federal Service Details

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Dates of Federal Service

Date	Month/Year	Est.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Your Position Title

Agency Name

Location

City:	<input type="text"/>	
Provide Country if outside the United States; otherwise, provide State and Zip Code.		
State:	<input type="text"/>	Zip Code: <input type="text"/>
Country: (List)	<input type="text"/>	

Additional Comments

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

Save

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[Help](#) · [Display](#) · [Logout](#)Navigation: **SF85 Section 13C: Employment Activities (Continued)** ▼**Go****Section 13C: Employment Activities (Continued)**
Section SummaryOMB No. 3206-0005
Form: SF85**Answer the following questions.**

#	Question	Yes	No
1.	In the last 5 years, have you received a written warning, been officially reprimanded, suspended, or disciplined for misconduct in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
2.	In the last 5 years, have you received a written warning, been officially reprimanded, suspended, or disciplined for violating a security rule or policy?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to either question, provide an entry for each incident.**Summary of Incidents**

#	Date of Incident	Name of Employer(s)	Actions	
1	(~)/(~)/(~)	(~)	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="Add an Entry"/>				

Additional Comments

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

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Section 13C: Employment Activities (Continued)

OMB No. 3206-0005

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Entry Details**Date of Incident**

Month/Day/Year		Est.
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Date of Official Action

Month/Year	Est.
<input type="text"/>	<input type="checkbox"/>

Name of Employer(s)

Location or Facility of Incident

Street:	<input type="text"/>	
City:	<input type="text"/>	
Provide Country if outside the United States; otherwise, provide State and Zip Code.		
State:	<input type="text"/>	Zip Code: <input type="text"/>
Country: (List)	<input type="text"/>	

Nature of Violation

Additional Comments

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

Save

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Section 14: Selective Service Record

Comprehensive Details

OMB No. 3206-0005
Form: SF85

Answer the following question.

#	Question	Yes	No
a.	Are you a male born after December 31, 1959?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to question a, answer the following question.

#	Question	Yes	No
b.	Have you registered with the Selective Service System?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to question b, provide your registration number. If "No," explain the reason for not registering.

Registration Number

Explanation

Additional Comments

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

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Section 15: Military History

Section Summary

OMB No. 3206-0005
Form: SF85

Account for all of your military service through the questions below.

Answer the following questions.

#	Question	Yes	No
a.	Have you EVER served in the United States Military, the United States Merchant Marine, or the commissioned corps of the United States Public Health Service (PHS) or National Oceanic and Atmospheric Administration (NOAA)?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Have you EVER served in the military, security forces, merchant marine, militia, or other defense forces of any foreign country?	<input type="checkbox"/>	<input type="checkbox"/>

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

Not Applicable

#	Time Period	Branch of Service	Actions
1	From (~)/(~) To (~)/(~)	(None Selected)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add an Entry"/>			

Answer the following question.

#	Question	Yes	No
c.	Have you EVER received other than an honorable discharge?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to question c, explain.

Explanation

Answer the following question.

#	Question	Yes	No
d.	Have you EVER been subject to an Article 15 or been charged with any violation of the Uniform Code of Military Justice?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to question d, provide an entry for each charge.

Summary of Your Military Charges

#	Date Charged	Actions
1	From (~)/(~) To (~)/(~)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add an Entry"/>		

Additional Comments

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

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Section 15: Military History

Select Branch of Service

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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
- National Guard
- United States Public Health Service (PHS)
- National Oceanic and Atmospheric Administration (NOAA)
- Foreign military, defense, militia, security forces

Save

Cancel

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Section 15: Military History

Service Details

OMB No. 3206-0005
Form: SF85**Branch of Service****Dates of Activity**

Date	Month/Year	Est./Pres.
From:	<input type="text" value=""/> / <input type="text" value=""/>	<input type="text" value=""/>
To:	<input type="text" value=""/> / <input type="text" value=""/>	<input type="text" value=""/>

Service/Certificate Number**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.****Status** Active Duty Active Reserve Inactive Reserve**Type of Discharge** Not Applicable Honorable Dishonorable Hardship Medical Other**If you selected "Other" for "Type of Discharge," explain.****Explanation**

Additional Comments

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

Save

Cancel

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Section 15: Military History

Service Details

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Branch of Service

Dates of Activity

Date	Month/Year	Est./Pres.
From:	<input type="text" value=""/> / <input type="text" value=""/>	<input type="text" value=""/>
To:	<input type="text" value=""/> / <input type="text" value=""/>	<input type="text" value=""/>

Service/Certificate Number

Mark Officer or Enlisted, if applicable.

Officer or Enlisted

 Not Applicable Officer Enlisted

State of Service

State:

Type of Discharge

 Not Applicable Honorable Dishonorable Hardship Medical Other

If you selected "Other" for "Type of Discharge," explain.

Explanation

Additional Comments

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

Save

Cancel

Delete

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Section 15: Military History

Service Details

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Branch of Service

Dates of Activity

Date	Month/Year	Est./Pres.
From:	<input type="text" value=""/> / <input type="text" value=""/>	<input type="text" value=""/>
To:	<input type="text" value=""/> / <input type="text" value=""/>	<input type="text" value=""/>

Service/Certificate Number

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.

Status

 Active Duty Active Reserve Inactive Reserve

Identify the country for which you served.

Country

[\(List\)](#)

Type of Discharge

 Not Applicable Honorable Dishonorable

- Hardship
- Medical
- Other

If you selected "Other" for "Type of Discharge," explain.

Explanation

Additional Comments

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

Save

Cancel

Delete

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Section 15: Military History

Charge Details

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Date Charged

Month/Day/Year			Est.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Charge(s)

Military Court/Authority

Outcome

Additional Comments

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

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Section 16: People Who Know You Well

Section Summary

OMB No. 3206-0005

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List three people who know you well and preferably who live in the United States. They should be friends, peers, colleagues, college roommates, associates, etc., who are aware of your activities outside of the workplace, school, or neighborhoods and whose combined association with you covers at least the last 5 years. Do not list your spouse, former spouse(s), other relatives, or anyone listed elsewhere on this form.

Summary of People Who Know You Well

#	Dates Known	Reference Name	Actions
1	From (~)/(~) To (~)/(~)	(~)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add an Entry"/>			

Additional Comments

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

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Section 16: People Who Know You Well

Entry Details

OMB No. 3206-0005
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Dates Known

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Reference Name (Last, First)

Relationship to You

- Neighbor
 Friend
 Work Associate
 Schoolmate
 Other

Include apartment number, if applicable.

Home or Work Address

Street:	<input type="text"/>		
City:	<input type="text"/>		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country: (List)	<input type="text"/>		

Telephone Number

Number	Time
<input type="text"/>	<input type="text"/>

Alternate Telephone Number

Number	Time
<input type="text"/>	<input type="text"/>

Additional Comments

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

Save

Cancel

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Section 17: Use of Illegal Drugs and Drug Activity

Section Summary

OMB No. 3206-0005
Form: SF85

The following question pertains to the illegal use of drugs or drug activity. You are required to answer the questions fully and truthfully, and your failure to do so could be grounds for an adverse employment decision or action against you. Neither your truthful responses nor information derived from your responses will be used as evidence against you in any subsequent criminal proceeding.

Answer the following question.

Question	Yes	No
In the last year, have you illegally used, possessed, supplied, or manufactured any controlled substance, for example, cocaine, crack cocaine, THC (marijuana, hashish, etc.), narcotics (opium, morphine, codeine, heroin, etc.), stimulants (amphetamines, speed, crystal methamphetamine, Ecstasy, ketamine, etc.), depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), steroids, inhalants (toluene, amyl nitrate, etc.) or prescription drugs (including painkillers)?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes," provide the date(s) of use or activity, identify the controlled substance(s), and explain the use or activity and any treatment or counseling received.

Summary of Substance/Drug Use/Activity

#	Dates of Use/Activity	Type of Controlled Substance(s)	Actions
1	From (~)/(~) To (~)/(~)	(~)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add an Entry"/>			

Additional Comments

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

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Section 17: Use of Illegal Drugs and Drug Activity

OMB No. 3206-0005

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Entry Details

Dates of Use/Activity

Date	Month/Year	Est./Pres.
From:	<input type="text"/> / <input type="text"/>	<input type="text"/>
To:	<input type="text"/> / <input type="text"/>	<input type="text"/>

Type of Controlled Substance(s)

Explanation

Additional Comments

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

Save

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Additional Comments

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Any Additional Information You Would Like to Add

Use the space below to continue answers to all other items and to provide any information you would like to add. Before each answer, identify the number of the item.

Additional Comments

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

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Certification

Certification Statement Preview

OMB No. 3206-0005
Form: SF85

The following is a preview of the certification document you will sign when you complete this investigation request.

Certification

My statements on this form, and on any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). I understand that intentionally withholding, misrepresenting, or falsifying information will have a negative effect on my employment prospects or job status, up to and including my removal and debarment from Federal service.

Signature *(Sign in ink)*

Date

(Do not sign at this time.)

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