

[Help](#)

Login

OMB No. 3206-0005

Identify Yourself to the e-QIP System

**The United States Government
U.S. Office of Personnel Management (OPM)**

Only persons specifically authorized to do so may access this data. Unauthorized attempts to pass this screen, as well as any use of data in this system for purposes other than those authorized by OPM, are a violation of federal law and/or regulation. Violators are subject to disciplinary action and prosecution.

Enter your Social Security number, then click the "Submit" button. Your input will be masked to protect your privacy.

Social Security Number

 - -

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Help for Login

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Identify Yourself to the e-QIP System

You have reached this screen because you need to log onto the e-QIP system for the first time or your session has timed out and you need to re-authenticate. The first step in logging onto the e-QIP system is to identify yourself using this screen. Your identity (referred to as your 'User ID' on most computer systems) on the e-QIP system is your social security number.

If your session has timed out, please provide your social security number to re-authenticate. After you re-authenticate, your request will be processed.

Please enter your social security number in the boxes under the "Social Security Number" heading and then click the "Submit" button.

If you make a mistake and want to start over, click on the "Clear Fields" button at any time prior to clicking "Submit."

[Help](#) · [Return to Login Screen](#)

Authentication

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Answer your Golden Questions

WARNING!

It is **YOUR RESPONSIBILITY** to protect the answers to your Golden Questions.

The answers to your Golden Questions serve as your password to the e-QIP system. The fields to enter your answers into are masked by default, but may be viewed in plaintext to allow you to more accurately enter your answers. Do not allow someone to see your computer screen while your answers are on the screen. If someone acquires your answers, they will be able to logon the e-QIP system under your identity, allowing them to see and change your personal data.

Enter the answer to each Golden Question.

Allow me to see my Golden Answers as I type them.

Question/Answer #1

Question: What is your LAST name?

Answer:

Question/Answer #2

Question: In what CITY were you born?

Answer:

Question/Answer #3

Question: In what four-digit YEAR were you born?

Answer:

Note: If you entered your Social Security Number incorrectly, click "[Return to Login Screen](#)" to try again.

Help for Answering Your Golden Questions

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Logging onto the e-QIP System

The second step in logging onto the e-QIP system is to verify your identity (SSN) using this screen. The verification of your identity (referred to as your 'Password' on most computer systems) on the e-QIP system is the answers to each of your Golden Questions.

Please enter the answer to each golden question in the box under that golden question.

If you realize that you have incorrectly entered your SSN on the previous screen, click the "Return to Login Screen" button to return to the previous screen to correct your SSN.

If you check the "Allow me to see my Golden Answers as I type them" box, you will see the answers you type to the Golden Questions UNMASKED on the screen.

Protecting the Answers to Your Golden Questions

It is YOUR RESPONSIBILITY to protect the answers to your Golden Questions.

If the fields to enter your answers into are UNMASKED, then do not allow someone to see your computer screen while your answers are on the screen. If someone acquires your answers, they will be able to logon the e-QIP system under your identity, allowing them to see and change your personal data.

Changing Your Golden Questions and Answers

Your very first set of Golden Questions were automatically assigned to you and you were provided with the correct answers. After you have answered these golden questions correctly for the first time, you will be required to provide your own Golden Questions and Answers to protect your privacy.

If you suspect someone knows the answers to your Golden Questions, you should change your Golden Questions and Answers. If you check the "Let me change my Golden Questions and Answers" box, the next screen will allow you to change your Golden Questions and Answers. (If the "Let me change my Golden Questions and Answers" box is not present on the screen, you will be forced to change your Golden Questions and Answers by the next screen.)

General Instructions

If you make a mistake and want to start over, click on the "Clear Fields" button at any time prior to clicking "Submit."

When you are finished and ready to proceed, click on the "Submit" button.

[Help](#)

Authentication

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Change your Golden Questions and Answers

WARNING!

It is **YOUR RESPONSIBILITY** to provide Golden Questions to uniquely identify yourself.

You can use your Golden Questions to help the e-QIP system verify your identity. By creating a combination of Golden Questions that **ONLY YOU** can possibly know all of the correct answers to, you are assuring yourself that nobody (including parents, spouses, and close friends) can impersonate you on the e-QIP system. Please take time to carefully consider who else may possibly know the answer to each possible Golden Question you enter. We would suggest creating questions concerning different time periods in your life. **PLEASE REMEMBER THAT IT MAY BE 4 OR 5 YEARS BEFORE YOU RETURN TO THE E-QIP SYSTEM!** Make sure you create questions you can still answer in the distant future.

It is **YOUR RESPONSIBILITY** to protect the answers to your Golden Questions.

The answers to your Golden Questions serve as your password to the e-QIP system. The fields to enter your answers into are **NOT** password protected, to allow you to more accurately enter your answers. Do not allow someone to see your computer screen while your answers are on the screen. If someone acquires your answers, they will be able to logon the e-QIP system under your identity, allowing them to see and change your personal data.

Enter new Golden Questions/Answers.

Allow me to see my Golden Answers as I type them.

Question/Answer #1

Question:	<input type="text"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>

Question/Answer #2

Question:	<input type="text"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>

Question/Answer #3

Question:

Answer:

Confirm
Answer:

Submit

Clear Fields

Help for Changing Your Golden Questions and Answers

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Choosing Your Golden Questions

It is YOUR RESPONSIBILITY to provide Golden Questions to uniquely identify yourself.

You can use your Golden Questions to help the e-QIP system verify your identity. By creating a combination of Golden Questions that ONLY YOU can possibly know all of the correct answers to, you are assuring yourself that nobody (including parents, spouses, and close friends) can impersonate you on the e-QIP system. Please take time to carefully consider who else may possibly know the answer to each possible Golden Question you enter. We would suggest creating questions concerning different time periods in your life. PLEASE REMEMBER THAT IT MAY BE 4 OR 5 YEARS BEFORE YOU RETURN TO THE E-QIP SYSTEM! Make sure you create questions you can still answer in the distant future.

Inputting Your Golden Questions/Answers

After you have decided on your set of Golden Questions/Answers, enter each Question under a "Question" header and enter the corresponding Answer under the "Answer" header directly under that question. You must provide three Golden Questions.

Protecting the Answers to Your Golden Questions

It is YOUR RESPONSIBILITY to protect the answers to your Golden Questions.

The answers to your Golden Questions serve as your password to the e-QIP system. The fields to enter your answers into are NOT password protected, to allow you to more accurately enter your answers. Do not allow someone to see your computer screen while your answers are on the screen. If someone acquires your answers, they will be able to logon the e-QIP system under your identity, allowing them to see and change your personal data.

General Instructions

When you are finished and ready to proceed, click on the "Submit" button.

If you do not want to make changes at this time, click the "Cancel Changes and Continue" link. Any changes you made will not be saved. (This link will not appear if the e-QIP System requires you to change your Golden Questions and Answers before continuing.)

If you make a mistake and want to start over, click on the "Clear Fields" button at any time prior to clicking "Submit."

If you want to end this session and return at a later time, click the "Logout" link located at the top of the screen. Any changes you made will not be saved.

[Help](#) · [Logout](#)

Select Investigation Request

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Choose the Task to Begin

This is the identifying information we have on file for your Social Security Number. If any of this information is incorrect, contact the agency that initiated your Investigation Request.

Identifying Information	
Full Name	Public, Jane Q (IO)
Date of Birth	01/30/1980
Place of Birth	Washington, DC

Complete an Investigation Request

The following screens will step you through the process for completing an Investigation Request. Click on the link below to begin or continue this process. If you have any questions or concerns, click the "Help" link for more information.

e-QIP Investigation Request #50729	
Form:	Questionnaire for Non-Sensitive Positions (SF85, Version 2006)
Agency:	Dept. of Transportation Federal Highway Administration
Actions:	Enter Your Data » Begin/Continue providing information for the forms associated with this Investigation Request.

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Help for Select Investigation Request

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Completing an Investigation Request

Click on the link of the action to perform on the Investigation Request listed. If you have more than one Investigation Request pending your completion, then multiple listings will appear on the screen. Each Investigation Request listing displays the form(s) that it contains and the agency that initiated it. Depending on how far you have progressed towards completion, one or more actions appear for each Investigation Request listed. Read the descriptive text displayed below each action for a detailed explanation of the action. Click on the link of the action you choose to perform.

If you still have questions or concerns, contact the office that initiated your Investigation Request.

If you want to end this session and return at a later time, click the "Logout" link located at the top of the screen.

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

Go

Welcome

Instructions for Editing Your Form Data

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Read the following information before attempting to complete this form. You may refer back to this information at any time while editing your form data by clicking the "Help" link at the top of the screen.

The Electronic Questionnaires for Investigations Processing (e-QIP) system allows you the ability to complete paperwork pertaining to a background investigation requested by your employing agency. The following screens will guide you through the tasks required to complete your investigation request.

The tasks you will complete are, as follows:

- Review the Form Instructions
- Enter Your Form Data
- Validate Your Data for Omissions and Errors
- Review Your Data for Completeness and Accuracy
- Certify Completeness and Accuracy of Your Investigation Request
- Print an Archival Copy of Your Certified Investigation Request
- Release Your Investigation Request to the Initiating Agency

Follow the instructions displayed on each screen very carefully. If you have any questions, contact the agency that initiated this investigation request.

Navigation

The e-QIP screens are fully navigable using the links and buttons provided on each web page e-QIP displays. Since changes to data on one screen may affect the display of data on another screen, e-QIP does not support using the Back or Forward function buttons of your web browser. Please refrain from using those buttons as doing so may result in loss of data you provide.

Use your mouse or keyboard to navigate the e-QIP screens. You may use the Tab key to move between links and other form controls. Press the Tab key once to move forward to the next link or control on the screen. Hold Shift and press the Tab key once to move backwards.

Clicking the Save or Continue button at the bottom of each screen will step you through the natural progression of each section of the form and completion tasks. At any time you may alternatively navigate to any other section or task. To do this, select the desired section or task from the Navigation select list at the top right corner of the screen, then click the Go button. Note that doing this will *not* save any changes you made on the currently displayed screen. See the Saving Your Data section below for more information about saving data. When in doubt, click Save first.

Use caution when using the Backspace key. The Backspace key will delete the character before the cursor when the cursor is in a text editing field. When focused on links and other controls such as check boxes and drop-down lists, the Backspace key will behave as the web browser's Back button. Pressing Backspace outside a text field may result in loss of data you provide.

Saving Your Data

When you enter information on each screen, click the Save button at the bottom of the screen to record your information in e-QIP and continue to the next screen. If a screen asks for one or more detail records, click the Add an Entry button to create and display a new, blank entry. After providing the requested information click the Save button to save the detail record. If you choose instead to not add the record, click the Cancel button to discard any changes and return to the summary screen.

To return to a saved record, click the Edit button on the desired record's row. You can delete a record in two ways. On the entry details screen, click the Delete button at the bottom of the screen to delete the record. On the record summary screen, click the Delete button on the row of the record to delete.

Viewing/Printing Your Data For Review

At any time you may click the "Display" link at the top of the screen to show a printable working copy of all information currently saved in the e-QIP System. This will show you a "review copy" of your current progress.

Accessibility Features

The e-QIP screens provide additional information to your web browser about the content they display. Fields on the screen include information about their titles or purpose. Links and buttons include descriptive information about their function. If and how this information is displayed or used depends on the web browser and/or accessibility software you are using, and functionality varies among different web browsers. Consult the documentation provided with your web browser and/or accessibility software for more information.

Screen reader users should "arrow" through screens to ensure that all form instructions are announced.

Usage Preferences

The style and format of the e-QIP screens provide a clean and organized display of form instructions and fields. Using your web browser's menu, change the font to the size you prefer. Refer to your web browser's documentation for details. You may also disable the e-QIP style sheet and use the default style provided by your web browser by adjusting your web browser's settings. Again, refer to the documentation for details.

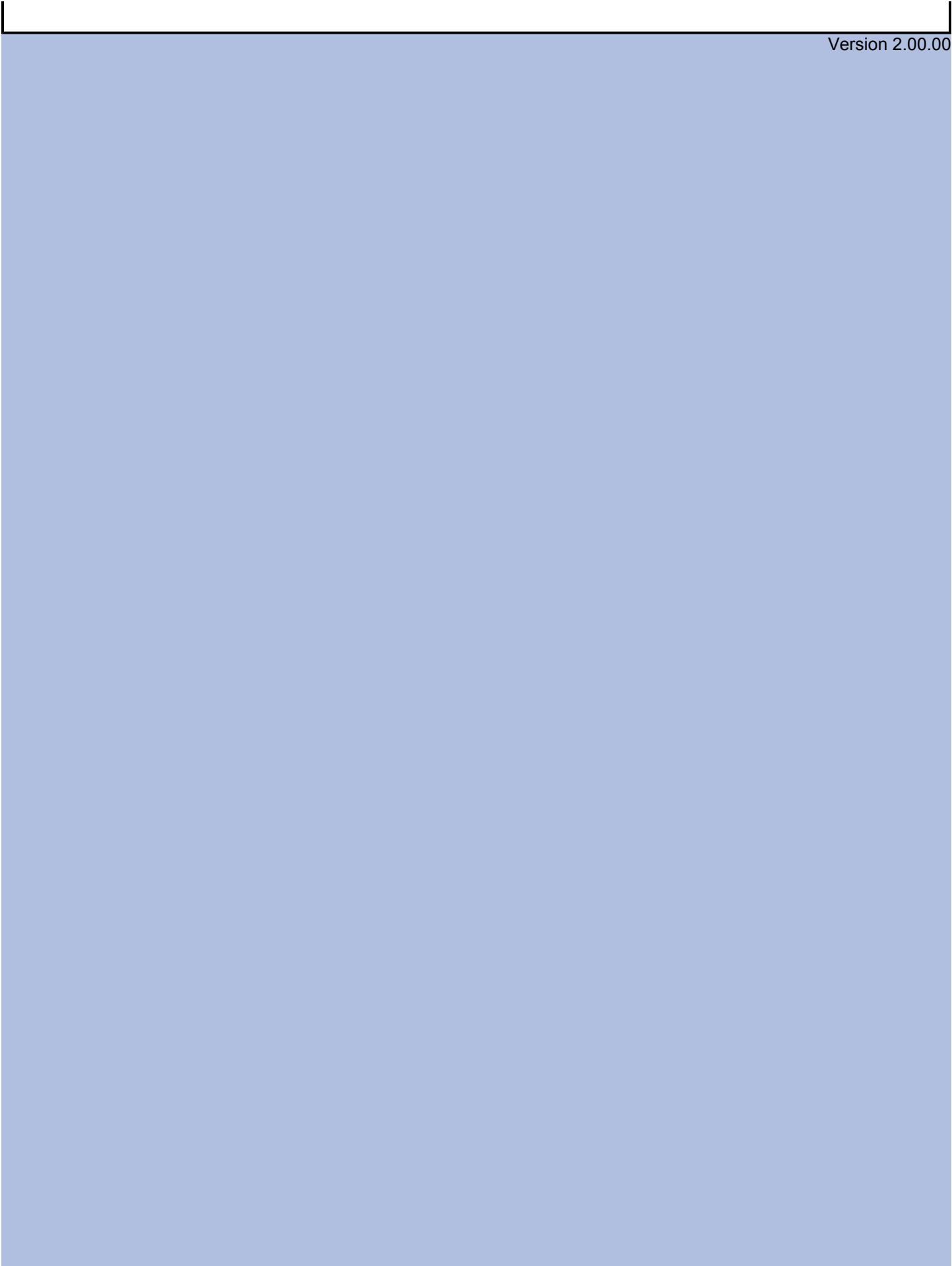
Online Resources

- Locate your Selective Service System registration number by visiting <http://www.sss.gov/> or calling toll-free (888)655-1825 (or (847)688-6888 where local).
- Locate United States mailing address zip codes: <http://www.usps.com/>

You may print a copy of the Standard Form from the [United States Office of Personnel Management "Standard Forms" web site](#) to use as a worksheet for collecting information while you are away from your computer. Follow the e-QIP on-screen instructions when transcribing from any worksheet.

Continue

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Help for Editing Form Data

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Completing This Investigation Request

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List of Valid Country Names

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Using The List of Valid Country Names

Find the desired country name. Highlight the country name and copy it to your computer's "Clipboard". Return back to your e-QIP data screen, select the text area for the desired country field, and paste the country's name into the data field.

Select the first letter of the desired country name to jump to names of countries starting with that letter.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#) [Z](#)

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