

READ OVER THIS ENTIRE EMAIL PRIOR TO STARTING

1. IF YOU'RE ON THE TO: LINE OF THIS EMAIL, THEN IT IS TIME FOR YOUR SECURITY CLEARANCE PACKAGE TO BE DONE. TO COMPLETE THE SF-86 FORM, A NEW SYSTEM IS IN PLACE THAT ALLOWS THE SF-86 TO BE FILLED OUT ONLINE. THE NEW SYSTEM IS CALLED E-QIP. (ELECTRONIC QUESTIONNAIRES FOR INVESTIGATIONS PROCESSING).

=====

TO LEARN MORE ABOUT THE E-QIP SYSTEM, YOU CAN READ THE QUICK REFERENCE GUIDE FOR E-QIP APPLICANTS IF YOU WANT.

SITE: [QUICK REFERENCE GUIDE FOR E-QIP APPLICANTS](#)

=====

NOTE: ATTENTION TO DETAIL ON THESE FORMS IS ABSOLUTELY NECESSARY.

CLICK ON SAVE AS YOU PROCEED, AND ANSWER/CORRECT ANY ERRORS AS NECESSARY.

NOTE: SUBMITTING AN INCOMPLETE OR IMPROPERLY COMPLETED PACKAGE WILL RESULT IN DELAYS IN BOTH OPENING AND COMPLETING THE INVESTIGATION.

2. PLEASE PROCEED TO THE FOLLOWING OPM WEBSITE:
[HTTP://WWW.OPM.GOV/E-QIP](http://www.opm.gov/e-qip)



3. CLICK ON:
4. YOUR WEB BROWSER WILL BE CHECKED FOR COMPATIBILITY. (NOT GENERALLY COMPATIBLE WITH MACINTOSH. MAY WORK IF USING INTERNET EXPLORER OR MOZILLA FIREFOX)
5. CLICK ON:
6. ENTER YOUR SOCIAL SECURITY NUMBER:

AFTER ENTERING YOUR SSN - YOU WILL PROVIDE ANSWERS TO A FEW CHALLENGE QUESTIONS. YOU WILL THEN BE PROMPTED TO CHANGE THE CHALLENGE QUESTIONS WITH ONES YOU CREATE. THESE SAME ANSWERS WILL BE USED EACH TIME YOU ACCESS THE SYSTEM, TO VALIDATE YOU.

MUCH READING PRIOR TO FILLING OUT THE ACTUAL SF-86. JUST READ AND ACKNOWLEDGE, CLICK AND PROCEED TO YOUR QUESTIONNAIRE.

WHEN ANSWERING CERTAIN PORTIONS OF THE QUESTIONNAIRE, THE FOLLOWING APPLIES TO THESE SPECIFIC QUESTIONS:

7. CERTIFYING YOUR DATA

ONCE YOU HAVE COMPLETED ALL THE SF-86 AND ARE READY TO SUBMIT, CLICK THE VALIDATE, REVIEW, *CERTIFY* HYPERLINK FROM THE NAVIGATION BAR AND FOLLOW THE INSTRUCTIONS.

CERTIFY THAT THE ANSWERS YOU PROVIDED ON THE QUESTIONNAIRE ARE CORRECT AND ACCURATE. AFTER CERTIFICATION, YOUR ANSWERS TO THE QUESTIONNAIRE WILL BE LOCKED AND UNAVAILABLE FOR EDITING. YOU SHOULD PRINT AN OFFICIAL COPY OF YOUR DATA FOR YOUR RECORDS AND MUST PRINT A COPY OF YOUR RELEASE FORMS AFTER YOU COMPLETE CERTIFICATION.

ANSWER THE QUESTIONS ON THE *CERTIFY* SCREEN BY CLICKING IN THE CHECKBOX TO THE RIGHT OF THE QUESTION TO CONTINUE THE SUBMISSION PROCESS. UNDERSTAND THAT ONCE YOU ANSWER THE QUESTIONS WITH

'YES'

AND CLICK THE **SUBMIT** BUTTON, YOU WILL NO LONGER BE ABLE TO CHANGE

THE DATA ON YOUR QUESTIONNAIRE. AS PART OF CERTIFICATION, E-QIP MUST REVALIDATE YOUR ENTIRE QUESTIONNAIRE. THIS PROCESS TAKES A MOMENT, SO PLEASE CLICK THE **SUBMIT** BUTTON ONLY ONCE.

AFTER YOU HAVE SUCCESSFULLY CERTIFIED YOUR FORM, YOU CANNOT CHANGE YOUR DATA. IF YOU WISH TO ABORT THIS SCREEN, CLICK THE **CANCEL** BUTTON.

AFTER CERTIFICATION, YOU MUST SELECT:
"RELEASE REQUEST/TRANSMIT TO AGENCY"

WILL

IF YOU WISH TO EXIT THE E-QIP SYSTEM WITHOUT SAVING YOUR DATA, CLICK ON THE EXIT E-QIP BUTTON. UPON CLICKING THIS BUTTON, YOU

BE PROMPTED TO CONFIRM YOUR INTENTIONS.

CLICK ON THE **OK** BUTTON IN THE POP-UP BOX IF YOU WISH TO EXIT. OTHERWISE, CLICK ON **CANCEL** BUTTON.

[Additional Requirements for your Security Package](#)

1. **FD-258 (FINGER PRINTS) - THREE (3) ORIGINALS ARE REQUIRED.**
(THE CSO OR SECURITY CLERK WILL ARRANGE A TIME FOR FINGER PRINTS TO BE DONE)

2. **YOU WILL NEED TO FILL OUT THE FOLLOWING BLOCKS ON THE FD-258:**
(MAKE SURE YOU WRITE NEATLY, AND **NO HIGHLIGHTER** ON THESE FORMS)

LAST NAME, FIRST NAME, MIDDLE NAME, SIGNATURE OF PERSON FINGER-PRINTED, RESIDENCE OF PERSON FINGER-PRINTED, ALIASES, DATE OF BIRTH, CITIZENSHIP, SEX, RACE, HGT, WGT, EYES,
HAIR, PLACE OF BIRTH, SOCIAL SECURITY NUMBER

3. **DHS Form 11000-9 DISCLOSURE AND AUTHORIZATION PERTAINING TO CONSUMER REPORTS PURSUANT TO THE FAIR CREDIT REPORTING ACT FILE IS**
ATTACHED TO THIS EMAIL; - ONE (1) SIGNED ORIGINAL IS REQUIRED.

FILL OUT COMPLETELY.

FOR "CURRENT ORGANIZATION ASSIGNED" USE U.S. COAST GUARD.

4. **CG-5588 (COMPLETED BY ORIGINATING UNIT CSO)**

IF YOU HAVE ANY QUESTIONS OR PROBLEMS USING THIS NEW SYSTEM, CONTACT THE CSO.

HELPFUL LINKS

SELECTIVE SERVICE NUMBER

[HTTPS://WWW4.SSS.GOV/REGVER/VERIFICATION1.ASP](https://www4.sss.gov/regver/verification1.asp)

ULTIMATE WHITE PAGES

[HTTP://WWW.THEULTIMATES.COM/WHITE/](http://www.theultimates.com/white/)

ZIP CODES - CITY

[HTTP://WWW.USPS.COM/ZIP4/CITYTOWN_ZIP.HTM](http://www.usps.com/zip4/citytown_zip.htm)

ZIP CODES - STREET

[HTTP://WWW.USPS.COM/ZIP4/WELCOME.HTM](http://www.usps.com/zip4/welcome.htm)