



Applicant Tips for Successful e-QIP Submission

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e-QIP, or Electronic Questionnaires for Investigations Processing, (SF-86 Format) is an internet-based system sponsored by the Office of Personnel Management (OPM) that allows applicants to electronically:

- ✓ **enter**
- ✓ **update and**
- ✓ **securely transmit**

personal investigation information through the security management office to the investigative agency.

Applicant Tips for Successful e-QIP Submission

Successful submission of an investigation request requires the applicant to enter complete and accurate information on the form.

Incomplete or discrepant information will result in rejection of the investigation request.

Rejection may result in an increased delay in the conduct of the investigation.

Applicant Tips for Successful e-QIP Submission

The next few slides provide tips to decrease e-QIP applicant rejection rates.



Applicant Tips for Successful e-QIP Submission

Ensure that the following personal identification information is complete and correct:

Applicant Name

- **Last - Rejected if spelling is discrepant compared with other documents or not shown.**
- **First - Rejected if spelling is discrepant compared with other documents, not shown, or initial only.***
- **Middle - Rejected if spelling is discrepant compared with other documents, not shown, or initial only.***

***See Note on next slide**

Applicant Tips for Successful e-QIP Submission

Ensure that the following personal identification information is complete and correct:

Applicant Name*

***Note - If you have no first 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).**

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Ensure that the following personal identification information is complete and correct:

Other Names Used – Rejected if other forms (e.g. fingerprint cards, resumes, other forms submitted with questionnaire) indicate presence of another name (last, first, or middle name discrepancy) and it is not listed.

Place of Birth (POB) – Rejected if city or county not reflected.

Social Security Number – Rejected if not listed, or if other forms reflect discrepancy.

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Ensure that the following personal identification information is complete and correct:

Other Identifying Information – Rejected if not listed.

Height – List in feet and inches

Weight – List in pounds

Hair Color

Eye Color

Applicant Tips for Successful e-QIP Submission

Ensure that the following information is complete and correct:

Where You Have Lived

- **List all places you have lived in the past 7 years. A Single Scope Background Investigation (SSBI) requires residences for the past 10 years.**
- **For each residence, the month/year and the city/state/zip code are required.**
- **Ensure that there are no gaps in residence information over two months.**

Applicant Tips for Successful e-QIP Submission

Ensure that the following information is complete and correct:

Where You Went to School -

List all education within the last 7 years (SSBI requires 10 years).*

***Note: If all education occurred more than 7 years ago (10 years for SSBI), list the most recent education beyond high school no matter when it occurred.**

Applicant Tips for Successful e-QIP Submission

Ensure that the following information is complete and correct:

Where You Went to School -

Provide to and from dates of attendance (month and year), complete school name, street address, zip code and date of degree if applicable (year only).

Applicant Tips for Successful e-QIP Submission

Ensure that the following information is complete and correct:

Employment Activities

- **List all employment within the last 7 years (SSBI requires 10 years).**
- **Provide dates of employment (month and year) and the name and mailing address of employer, to include city/state and zip code.**

Applicant Tips for Successful e-QIP Submission

Ensure that the following information is complete and correct:

Marital Status

- **A current marital status block must be checked.**
- **If “married” is checked, the name of current spouse, along with all requested information, must be provided.**

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Ensure that the following information is complete and correct:

Former Spouse(s)

- **If divorced or widowed, provide full name, date of birth, place of birth, and citizenship of former spouse(s), and the date and place married.**
- **Indicate if you are divorced or widowed.**
- **If applicable, indicate the city and state where divorce is recorded (list country if not in U.S.).**

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Ensure that the following information is complete and correct:

**Former Spouse(s) –
SSBI and SSBI Periodic Reinvestigations require
the last known address of former spouse(s).**

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Ensure that the following information is complete and correct:

**Relatives and Associates –
Rejected if this information is left unanswered.**

**Citizenship of Your Relatives and Associates –
Provide naturalization, certificate or alien
registration number if foreign born.**

Applicant Tips for Successful e-QIP Submission

Ensure that the following information is complete and correct:

**Foreign Countries You Have Visited –
Provide month and year of travel**

Applicant Tips for Successful e-QIP Submission

Ensure that the following information is complete and correct:

Military History -

The question, “Have you served in the United States military?” must be answered “yes” or “no.”

Applicant Tips for Successful e-QIP Submission

Ensure that the following information is complete and correct:

Selective Service Record

- **All applicants (male and female) must answer the question, “Are you a male born after December 31, 1959?”**
- **If the answer is “yes,” you must indicate if you have registered with the Selective Service System.**

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Ensure that the following information is complete and correct:

Selective Service Record*

***Note - If you do not know your registration number, the following website enables you to retrieve your number:**

<https://www.sss.gov/RegVer/wfVerification.aspx>