***eQIP Fact Sheet***

The electronic Questionnaires for Investigations Processing (eQIP) is a web-based automated system that was designed to facilitate the processing of standard investigative forms when conducting background investigations for Federal security, suitability, fitness and credentialing purposes. Selectees can only access the eQIP application if they have been invited to do so by a MRPBS HRD Personnel Security Specialist.

Completing the eQIP can be labor intensive and may take several hours.  You can always take a break and resume your work later, but remember, in many cases **your employment start date is dependent upon your submission of the eQIP** and a favorable review of the investigative results.  It is essential that each person read the question being asked and understand its meaning.  If in doubt, please seek assistance from Human Resources.  If you feel hesitant in discussing information with your security officer, you have the option to consult with an attorney or a security consultant at your own expense.  Some eQIP questions ask “in the past seven years,” while others ask “have you ever.”  Read the question thoroughly before you answer.

Each section of the eQIP has a validation feature that precludes you from jumping ahead to other sections.  If you fail to fully answer a question, the system will not allow you to proceed.  There are some circumstances in which you may not know the information or do not remember.  It is perfectly reasonable to estimate dates and answer that you do not know/remember.  Each section has a “comments” area where you can explain, for instance, that you do not know your father-in-law’s address because your spouse is estranged from his/her family and the information is not available.  Unless your in-laws are from a country of interest to counter-[intelligence](https://www.clearancejobs.com/jobs/intelligence) personnel, this should not be a problem.  If you do not remember your supervisor’s last name while you were employed at Walmart four years ago, it is reasonable to explain that in the Employment Section comments area.

Once you have completed all data entry, there is a final certification function that reviews the entire eQIP for missing information.  At that point, you must print four signature pages that you will sign and date and submit to the agency that requested you to complete the eQIP.  Then you can release the completed form to the requesting agency.  The agency will review the completed eQIP before forwarding it on to the investigators.

**Very Important to Note:** During the certification process, you will be prompted with an opportunity to print a copy of the eQIP for your personal reference.  DO IT!  The eQIP system is not without error and if you are unlucky enough to have your eQIP information lost, a hard copy in your personal file makes recreation much easier.

Honesty is always the best policy.  In cases involving employment suitability determinations, there is not always a personal interview to allow the individual to discuss variances between the answers provided on the eQIP and information developed during the investigation.  For instance, if the individual answered “no” to all the questions regarding credit issues, but his credit report showed a history of delinquent debts or payments, there may not be an opportunity for the individual to clarify or correct the record.  In most cases where a government security clearance is required, a personal interview will be conducted to give the individual the opportunity to provide additional information.

To complete your e-QIP investigation request form you will need access to a computer with an internet connection and a web browser. For most of the categories listed below, you’ll need information going back ten years. In most categories the instructions will state that you should not list information before your 18th birthday unless necessary to provide a minimum of two years history. Please follow the specific instructions for each question.

**You should gather the following information (going back 10 years):**

1. Proof of citizenship status for yourself and your immediate family, spouse, partner or cohabitant, if applicable, such as:

o U.S. Passport o Certificate of Citizenship (N560 or N561)

o Naturalization Certificate (N550 or N570)

o Certification of Report of Birth Abroad (DS1350)

o Certification of Birth (FS545)

o Consular Report of Birth Abroad (FS240)

Or proof of Legal Status within the U.S., please include expiration date of these documents

o Permanent Resident Card (Green Card I-551)

o Employment Authorization Card (EAD Card I-766)

o U.S. Visa o I-94

o Unexpired Foreign Passports

***Note:*** *Providing a copy of these documents by uploading an electronic or scanned copy of them into e-QIP during the completion of your form can save you and your sponsoring agency time. You may be able to obtain assistance with lost or unknown information at the U.S. Citizenship and Immigration Services website.*

1. Employment History

o Current and previous work location addresses

o Supervisor names, addresses, and contact information

1. Personal Residence(s)

o Name, physical address (PO Box is unacceptable), and phone number of a person **who knew you at each address**

1. Three Personal References

1. Educational Institutions

o Dates of Attendance

o Address

o If attendance was within the last 3 years, you will need a name address and contact information for a person who knew you at the school (instructor, student, etc.).

1. Relatives’ citizenship information (see above for list of applicable documents), aliases, employers, and foreign activities
2. Selective Service ID number, if applicable. If you need your Service Number call 1-847- 688-6888 or visit http://www.sss.gov to obtain it