PSIP (Background Investigation/Clearance) Request Form

Full Name (including **full middle name**), Last, first & middle **name**: _____

Rank (Military) or Prefix (Mr., Ms., Mrs., Dr., etc.): _____   Job Title:_____

Suffix (**double-click** to check electronically): ☐ Jr. ☐ II ☐ III ☐ Other _____

SSN: _____ Date of birth (MM/DD/YYYY): _____

Place of birth (city and state OR city and country): _____ 2-Yr Break in Fed Svc? _____

Citizenship (**double-click** to check): ☐ US ☐ Other_____ ☐ Dual, US & _____

Proof of Citizenship (Not for PRs): Document_____ No.:_____ Verified ☐

States Resided, last seven years (Child Care positions Only) _____

Position Sensitivity (**Civilian** employees only) (**double-click** box to check one electronically):

       ☐ 1—Non-Sensitive   ☐ 2—Non-Critical Sensitive   ☐ 3—Critical Sensitive

Investigation: ☐ New ☐ Periodic Reinvestigation **Clearance Expiration Date**: _____ ☐ Upgrade

Clearance required (**double-click** to check one): ☐ None   ☐ Secret   ☐ Top Secret   ☐ SCI

Expedite: ☐ Yes ☐ No. If yes, justification _____

Interim clearance required: ☐ Yes ☐ No. If yes, justification _____

Information Technology (Computer usage) Level (check one):

       ☐ **IT-3 (User)**   ☐ IT-2 (Administrator)   ☐ IT-1 (IT Supervisor/Security)

Category (check one): ☐ Military ☐ Federal employee ☐ Contractor ☐ Volunteer/Student/Intern

Primary email address (e.g., DISA): _____

Non-government Secondary email address—**REQUIRED** (e.g., Gmail, Yahoo) _____

Primary daytime phone (e.g., office): ☐ Cell ☐ Home ☐ Work _____

Secondary phone—**REQUIRED** (e.g., cell or home): ☐ Cell ☐ Home ☐ Work _____

Organization/**Department**/Section: _____

Company/Battalion (military only) _____ **MOS/AOC:** _____

Supervisor's/commander's name, rank_____ Supv **Title**: _____

Supervisor's/commander's email address: _____

Supervisor's/commander's phone number: ☐ Cell ☐ Home ☐ Work _____

Location of medical records (military only): _____ (MAMC, Okubo, Nisqually, etc.)

Justification (check one):

       ☐ No background investigation on file/ no clearance (if needed)

       ☐ Outdated background investigation/Periodic Reinvestigation needed

       ☐ Required for MOS _____ (enter MOS) or school _____(WOCS, OCS, Green to Gold, etc.)

       ☐ Required for special duty/deployment_____ (enter tasking information)

       ☐ Other (use only if no other category applies) _____