

Veterans Administration Background Investigation (eQIP)



As a condition of working with the Federal government, everyone, including non-paid personnel, contractors, medical students, etc., will be required to undergo a background security investigation. You will be entering your personal information into an online questionnaire, **eQIP**, a web-based investigation system used by all federal agencies. Your completed **eQIP** questionnaire, along with other employment forms, will be used by the Office of Personnel Management (OPM) as the basis for your investigation. Upon submission of your **eQIP** questionnaire, the Office of Personnel Management will send forms to your verifiers, previous employers and references for their feedback.

Your continued employment with the Veterans Administration is dependant upon your completion of the online **SF85 Questionnaire for Non-Sensitive Positions (eQIP)** within the time period as specified by Human Resources. The following instructions will help you in successfully completing the online questionnaire in your initial submission. Failure to comply with the OPM's requirements may result in your questionnaire being rejected to you for further information.

STEP 1 COLLECT YOUR INFORMATION NEED TO COMPLETE THE ONLINE QUESTIONNAIRE

You will find it helpful if you have all the required information available before you start the online questionnaire. The **SF85, Questionnaire For Non-Sensitive Positions** is a **WORKSHEET ONLY** and **DOES NOT** need to be completed or submitted. It does offer an easy and convenient method of collecting and recording all of the required information before going online to complete the online version of the questionnaire.

STEP 2 LOGIN TO THE OFFICE OF PERSONNEL MANAGEMENT (EQIP) WEBSITE

WEBSITE ADDRESS: www.opm.gov/e-qip/

> SELECT "Enter e-QIP Applicant Site" on the bottom of the page

LOGIN:

Click on *Continue* on the "Testing Your Web Browser Compatibility page

Click on *Register for Username and Password*

Enter your Social Security Number and submit

Enter your Last Name, City of Birth and Year of Birth and submit

Create a Username and Password and submit

BE SURE TO SAVE YOUR PASSWORD – YOU WILL NEED IT LATER IN THE PROCESS

Select and answer three challenge questions

Click on *Enter Your Data* from the bottom of the page

Complete the online questionnaire

STEP 3 ENTER YOUR INFORMATION INTO THE EQIP QUESTIONNAIRE

SECTIONS 1 – 7 PERSONAL INFORMATION

You will be entering your full name, date of birth, place of birth, citizenship information, etc.



TIME SAVING TIP: Be sure to click on 'SAVE' at the bottom of each web page. All your information will be there if you need to log out and return at a later time.



TIME SAVING TIP: Be sure to check the 'NOT APPLICABLE' box in the Citizenship status section if you DO NOT hold Dual Citizenship in another country.

SECTION 8 WHERE YOU LIVED

Detail Information
Present
Add an Entry

You can enter an unlimited number of RESIDENCES by clicking on 'ADD AN ENTRY' each time you need to insert a new RESIDENCE.



Enter all of your residences and addresses for the last 5 years.

You must list someone that can verify all your residences for the last 3 years. Your verifier does not have to have visited you, they only need to be able to verify that you lived there.

You must enter the verifier's complete, current mailing address. Your verifier CANNOT be a spouse, ex-spouse or relative. A verifier can be used for more than one residence.

Dates of Activity

Date	Month/Year	Est./Pres.
From:	Mar(03) / 2000	
To:		Present



Your current residence must show to the 'PRESENT'



TIME SAVING TIP: When you select to the 'PRESENT' for your current residence, DO NOT enter any month and year.

SECTION 9 WHERE YOU WENT TO SCHOOL

Detail Information
Present
Add an Entry

You can enter an unlimited number of SCHOOLS by clicking on 'ADD AN ENTRY' each time you need to insert a new SCHOOL.



Enter all schools attended beyond junior high school in the last :

Enter all college and university degrees.

If all your education occurred more than 5 years ago, list the most recent beyond high school.

If you took online courses, enter the complete address of where your records are kept.

Be sure to enter the school's complete mailing address.



TIME SAVING TIP: Be sure to check the 'NOT APPLICABLE' box if you did not attend any schools.

Detail Information
Present
Add an Entry

SECTION 10 EMPLOYMENT ACTIVITIES

You can enter an unlimited number of EMPLOYERS or UNEMPLOYMENT PERIODS by clicking on 'ADD AN ENTRY' each time you need to insert a new entry. 

You will need to provide a detailed entry for each of your employment/unemployment activities for the last 5 years. You should list all full-time work, part-time work, military service, self-employment, other paid work, and all periods of unemployment. Enter all the employers that you submitted on your employment application or resume.

Select the appropriate employment category from the nine options given.

If you were not working for ANY reason, select 'UNEMPLOYMENT'. This DOES NOT mean that you were collecting unemployment compensation benefits. It only means that you were not working.

Select 'OTHER' for all other employment activities with a private sector business.

The verifier that you enter to confirm your 'Unemployment' status CAN BE a spouse, ex-spouse or relative.

Dates of Activity

Date	Month/Year	Est./Pres.
From:	Mar(03) / 2000	
To:		Present

Your most recent employment/unemployment period must show to the 'PRESENT' 

If your previous employer has moved, enter their new address. If they have closed, enter their address from when you worked there.

Enter your job location address if it is different than the employer's address.

 **TIME SAVING TIP:** Do NOT enter any dashes (-), spaces or () in the employer, supervisor or verifiers telephone number. Enter 10 numbers only.

Supervisor Information Same as Employer

Rather than entering your supervisor's name, address and phone number, just check the box 'Supervisor Information Same as Employer'.

Supervisor's Name:

 **TIME SAVING TIP:** If you check this box, DO NOT enter your supervisor's name, address or phone number. You will get an error message if any of that information is entered.

Previous Periods of Activity

Not Applicable

#	Dates of Activity			Position T
	Date	Month/Year	Est.	
1.	From:			
	To:			

If you have worked for the same employer on more than one occasion, i.e. summer vacations, you only need to enter the dates of the different employment periods.



TIME SAVING TIP: Be sure to check the 'Not Applicable' box if you did not work for the same employer on multiple occasions.

SECTION 11 PEOPLE WHO KNOW YOU

Detail Information
Present
<input type="button" value="Add an Entry"/>

You can enter your three REFERENCES by clicking on 'ADD AN ENTRY' each time you need to enter a new REFERENCE.



You CANNOT use a spouse, ex-spouse or relative for a reference.

Be sure to include their complete, current mailing address and phone number.

You can use a residence verifier as a reference.

Dates of Activity

Date	Month/Year	Est./Pres.
From:	Mar(03) / 2000	
To:	/	Present



When entering how long you have known someone, select to the 'PRESENT' for each reference.



TIME SAVING TIP: Do not enter any dashes (-) or () when entering the reference's phone number. Enter 10 numbers only.

SECTION 12 SELECTIVE SERVICE

Only applies to males born after December 31, 1959. Check whether the Selective Service applies to you.

Enter your Selective Service number if you were born after December 31, 1959. (SEE ATTACHED)

SECTION 13 MILITARY HISTORY

Check whether you have served in the U.S. Military or Merchant Marines.

If you did serve in the military, click on 'Add an Entry' to enter your service information.

If you served in the military, enter your information as required.

If you were not issued a service or certificate number that was unique to your branch of service, enter your Social Security number.



TIME SAVING TIP: Be sure to check the 'Not Applicable' box if you did not service in the military.

SECTION 14 ILLEGAL DRUGS

You will be asked if you have used, possessed, supplied or manufactured illegal drugs in the last year.

THE ENTRY PORTION OF YOUR QUESTIONNAIRE IS COMPLETE. CONTINUE ON WITH THE FOLLOWING STEPS.

▶ **SIGNATURE FORMS (Click-To-Sign)**

Follow the prompts to electronically sign the TWO required Signature Pages

“I have read the instructions above and I am prepared to begin the process of certifying this investigation.”
SELECT YES

“Do you agree to utilize the click-to-sign functionality on all related forms.” SELECT YES

Enter your e-QIP password to gain access to the Click-To-Sign feature on the CER (CERTIFICATION FORM).

Your CERTIFICATION PAGE will appear and be ready for your electronic signature

Electronic Questionnaires for Investigations Processing (e-QIP) Investigation Request # 80313 for Applicant SSN 999-99-2525	Page 1 of 1 Signature Forms
Electronic Questionnaires for Investigations Processing (e-QIP) Investigation Request # 80313 SIGNATURE FORMS	

At the bottom of the CERTIFICATION PAGE, click on the [Click Here To Sign](#) button.

Questionnaire for National Security Positions (SF86 Format) OMB No. 3206-0005		
Certification My statements on this form, and on any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I have carefully read the foregoing instructions to complete this form. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). I understand that intentionally withholding, misrepresenting, or falsifying information may have a negative effect on my security clearance, employment prospects, or job status, up to and including denial or revocation of my security clearance, or my removal and debarment from Federal service.		
Signature (Sign in ink)	Click Here to Sign	Date (mm/dd/yyyy) 05/23/2014
e-QIP Version 3.06.02 e-QIP Investigation Request # 80313		PRIVACY ACT INFORMATION e-QIP Document Type CER
Back		

Print and/or Save the Click-To-Sign Receipt for your records (OPTIONAL)

Return To Menu · Logout	Electronic Signature Forms Print Click-to-Sign Form	OMB No. 3206-0005
Print and/or save the Click-to-Sign receipt for this signature form by clicking on the link below. Click 'Continue' when finished.		
Download Click-to-Sign Receipt		

Follow the prompts to repeat the above process for the REL (RELEASE OF INFORMATION FORM).

Once BOTH forms are signed, you will receive instructions for completing the investigation request.

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Step 1 of 4: Instruction for Signature Pages, Attachments, and Archival Copy

NOT COMPLETING THE FOLLOWING TASKS WILL DELAY PROCESSING OF YOUR INVESTIGATION REQUEST

- Carefully follow the instructions provided on the following screens in the order displayed.
- If you are unable to complete the following steps at this time (e.g. if you do not have access to a printer at your computer), you MUST return to e-QIP at a later time to complete the remaining steps.
- Contact your agency if you need assistance with printing, uploading, and/or faxing these documents.

You will be given the opportunity in Step 2 of 4 of the final instructions to print/save an Archival Copy of your completed investigation questionnaire (*OPTIONAL*)

Help • Return To Menu • Logout OMB No. 3206-0005

Step 2 of 4: Archival Copy

You have certified to the completeness and accuracy of the information in your Investigation Request, e-QIP has generated a printable archival copy of the information you provided. You are strongly advised to print a copy for your records. Properly dispose of any working copies that you may have printed while editing and reviewing your information, as those are not considered official. You will need Adobe Acrobat Reader or Adobe Acrobat to view the archival copy. Click [Help](#) for more information.

Click the link below to display the archival copy, and then print a copy to retain for your records.

- [Display the Archival Copy of this Investigation Request for Printing](#)

Step 3 of 4 will ask if you want to attach any other documents to your questionnaire. **SELECT NO**

Step 4 of 4 Click the “Release Request/ Transmit to Agency” button.

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Step 4 of 4: Release Request to Agency

IMPORTANT: YOUR BACKGROUND INVESTIGATION CANNOT START UNTIL YOUR AGENCY RECEIVES ALL REQUIRED SIGNED SIGNATURE FORMS.

When you have completed the previous steps, you may release your Investigation Request for processing. Performing this step will electronically transmit your Investigation Request to the agency requesting your investigation, and you will no longer have online access to it for printing, review, or directly adding attachments.

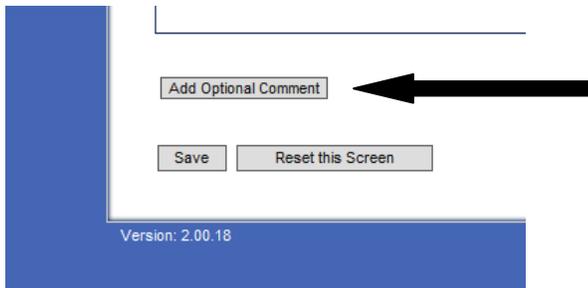
After you complete the previous step; agency.

7

Your eQIP process is now complete.

ADDITIONAL TIPS TO HELP YOU COMPLETE YOUR QUESTIONNAIRE

ADD OPTIONAL COMMENT



Version: 2.00.18

You will be given the opportunity to 'ADD OPTIONAL COMMENT' in each Section of the questionnaire.

DO NOT enter any additional comments in any Section.

ENTERING DATES

Dates of Activity

Date	Month/Year	Est./Pres.
From:	Mar(03) / 2000	
To:		Present

All date entries will consist of:

MONTH – select the month from the drop down menu

YEAR – type in the desired year

EST/PRES –You can either leave the field blank, or you can select 'ESTIMATED' or 'PRESENT' from the drop down menu.

Select 'ESTIMATED' when you are not sure of the month or year of your entry.

Some helpful internet links:

www.sss.gov

www.google.com

www.zip4.usps.com/zip4/

Look up your Selective Service number

Looking up business and school addresses

Find a zip code