



The Combined SF-85 and SF-86 Worksheet

Purpose: To assist you in compiling the data necessary to complete your online e-QIP/security investigation application. **This form is for your use only and do not submit to anyone.** You will need your personal history information as detailed below. You will have 3 days to complete your forms online so it is extremely important that you begin collecting this information now.

Background: For information detailing what is involved see the Defense Security Services website [SF-86 Questionnaire Reference Guide](#).

Information:

You will need the following documents to complete the form	Documents that must be submitted to your Security Specialist
Proof of U.S. Citizenship (original documents): U.S. Passport, Birth Certificate, Naturalization Certificate, etc. <i>(Note: Hospital Certificate, Drivers License, Social Security Card are NOT valid proof for security purposes)</i>	A copy of the Alien Registration or Naturalization Certificate for immediate family members.
Prior Military: DD214 that reflects the characterization of discharge.	
Your own personal credit history. (very important) Credit issues are the number one reason that persons are denied or have lengthy investigations. Please take the time to run a credit report and resolve any issues before submitting your e-QIP.	
A copy of the Alien Registration or Naturalization Certificate for immediate family members.	

If you are completing an **SF-85** you must go back **7** years or to your 18th birthday for your residence and employment, whichever occurs first.

If you are applying for a **security clearance** you must go back **10** years or to your 18th birthday for your residence and employment, whichever occurs first.

- All addresses must be complete and accurate. NO GUESSING or approximating addresses. Use the internet to look up addresses (<http://www.whitepages.com/>) and zip codes (<http://www.usps.com/>).
- Contact Information must be accurate on your references; ensure telephone numbers and address, including zip code, are complete. Verify the information with your contact(s).
- Continue by using a blank sheet of paper for your information if you need more blocks than are provided on this worksheet.

Your security application must be 100% accurate or it will be rejected by the government

Fingerprinting: If this is an initial or upgrade investigation, you may need to complete 2 fingerprint cards. You may come into one of our offices (Falls Church, VA; Alexandria, VA or Fort Worth, TX) to have your fingerprints taken.

Section: Other Names Used

Include maiden name, former married names, aliases, nicknames and dates each name was used. If other name is your maiden name, check the “nee” box. The names in this section **MUST** match other forms, e.g. fingerprint cards and releases, or your investigation will be rejected by the government. Record each time your name was legally changed.

Last Name	First Name	Middle Name	From Date	To Date

Section: Where you have lived

Tip: Where you actually lived - the physical location your boots hit the ground when you woke up in the morning. Not your home of record

- Your residence for the entire period must be accounted for (10 years for an SF-86 or your 18th birthday, and 7 years for an SF-85 or your 18th birthday) without breaks. For any address in the last 3 years, list a person who knew you at this address; either a neighbor, roommate, friend, landlord, or business associate and who preferably still lives in that area (do not list people for residences completely outside this 3 year period, and do not list your spouse, former spouses, or other relatives).
- For TDY locations over 90 days (military) or 30 days (contractors), list your actual physical address, in addition to your APO/FPO address if you lived overseas.
- Indicate your actual physical location; DO NOT use a post office box as an address. Specify your location as closely as possible; for example, list your base or ship and your barracks number or home port, in the street address field.
- For any address that is “General Delivery”, a Rural or Star Route, or may be difficult to locate, provide directions for locating the residence

Note 1

- Where you lived must be commutable to your work location in [employment](#) or [school location](#) during the same time-frame. See instructions above. If the commute is excessive of 90 minutes (for example: Work in VA and live in IL, explain why and how you commute, i.e. work on site in VA two days every other week, and fly to and from).
- Overseas locations must have the travel listed in “Foreign Travel” section for times you lived overseas for more than 30 days.
- There can be **NO Gaps** over 30 days.

under “Additional Comments”.

	From (mo/year)	To (mo/year)	Street Address (No PO Box) APO/FPO MIL only	City (Country)	State	Zip	Person Who Can Verify Name: Address City State Zip Phone	Comments Neighbor, Roommate, Friend, Landlord, Business Associate
1		Present						
2								
3								Add more rows using the tab button starting here.

Section: Where You Went to School

- For schools that you attended in the last 3 years, list a person who knew you at school (i.e., spouse, teacher, classmate, parent, neighbor or friend). Do not list people for education outside this 3 year period.
- When listing schools, start with the most recent (#1) and work back 10 years; you must have the exact mailing address of the registrar. If all your education occurred more than 10 years ago, list your most recent education beyond junior high school, no matter when that education occurred. For correspondence schools and extension classes, list the address where the records are maintained.

Note 2: Where you went to school must be commutable to your [residence](#). Also see Note 1 above and example below.

From (mo/year)	To (mo/year)	Street Address and Phone	City	State	Zip	Comments

Degree/ Diploma Yes/No What diploma	NAME Person Who Can Verify (Examples of References: Spouse, Teacher, Former Classmate, Parent or Friend)

Note 2 Examples of Correspondence Schools and Extension Classes

Utah State University Taggart Student Center 1600 Old Main Hill, Rm 246 Logan, Utah 84322-1600 Phone: 435-797-1000	SLCC Enrollment Services PO Box 30808 Salt Lake City, UT 84130-0808 Phone: 801-957-4111	University OF Utah Registrar's Office 201 S 1460 E RM 250 Salt Lake City , UT 84112 Phone: 801-581-8969	Weber State University Records Office 1102 University Circle Ogden UT 84408-1102 Phone: 801-626-6743
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Section: Employment

- Your entire period of employment must be accounted for (10 years for an SF-86 or your 18th birthday, and 7 years for an SF-85 or your 18th birthday).
 - If you don't have employment – you MUST have a period of unemployment to cover that timeframe.**
 - Contractors - You are not MILITARY and must list physical locations. NO APO/FPO**
 - For TDY locations over 90 days (military), list this information in both the Where You Have Lived and Employment sections.
 - For example: National Guard is always an employer. The job address is the physical location where you performed your duties.
 - If you are or were in the National Guard, always mark the National Guard box even if you were active duty since your records are maintained at this organization.
- Where you worked must be commutable to the location you were physically living as listed in [Where You Have Lived](#) during the same time frame; or explain in comment section.
 - Overseas locations must have travel listed in the "Travel" section. Also check the dates and locations in "Where You Have Lived" against the "Employment" and "Travel" sections to ensure they all match.
 - There can be **NO Gaps** between employment dates over 30 days.

	From (mo/yr)	To (mo/yr)	Name and Address of Employer (List any time address changes even if at same training site)	Job Location (If different from address)	Supervisor Location (If different from Employer address)	Person Who Can Verify/ Supervisor	Comments/ Notes
1		Present	Co name Street City State Zip Phone	Street City State Zip Phone	Street City State Zip Phone	Name: Address City State Zip Phone	Entry # 1 will be DynCorp. We will provide you with a Data sheet in your welcome letter
2							
3							

4							
5							
6							

Section: Former Federal Employment

- List all former Federal Service, excluding Military Service, if not indicated previously.
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From (mo/yr)	To (mo/yr)	Name and Address of Employer	Position Title
		Name Street City State Zip	
		Name Street City State Zip	

Section: Selective Service Number

- If unknown, go to www.sss.gov or call 1-847-688-6888.
- This number is **NOT your SSN**. The first two numbers of this number will be the year of your birth.

If born after 31 December 1959. (Must be registered before 26 th birthday)	Number (10 digit number):
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Section: Military Service

- Include all military service, Reserve, National Guard, US Merchant Marine; list each separate period if you had a break in service.
- If your service was with other than the US Armed Forces, identify the country for which you served.
- Deployments in National Guard **are not** listed separately.
- Reference your DD-214 for the Type of Discharge noted in the characterization block.

Branch of Service Code	Date From (mo/day/year)	Date To (mo/day/year)	Service Number	O	E	Status	Country	Type of Discharge
						Active Duty Active Reserve Inactive Reserve Air NG State		

						Army NG State		

Section: People Who Know You Well/References

- Please provide complete home or business address (including name of company, street number, street name, city, state and zip code) and home or business telephone number. The telephone number listed should be a daytime number where the reference can be reached during normal working hours. References should reside in the continental United States. You must indicate whether it is a day or evening telephone number.
- Do not use a **spouse, former spouse, relative, or anyone listed elsewhere on the form.**
- Your references must cover the entire 10 years or until your 18th birthday which ever occurs first.

From (mo/year)	To (mo/year)	Full Name	Home or Work Address	Phone	Relationship to You
	Present		Street City State Zip	Day Evening	Neighbor Friend Work Associate Schoolmate Other (Explain)
	Present		Street City State Zip	Day Evening	
	Present		Street City State Zip	Day Evening	

Section: Marital Status

- When you enter your spouse's maiden name, check the block "Nee" under "Other Names Used". (List each time the maiden name was used and mark the "Nee" box)

Full Name and SSN	Date of Birth (Mo/Day/Year)	Place of Birth	Country(ies) of Citizenship
First Middle Last SSN Maiden Name* Other Name(s)		City State Country (if outside the US)	
Date Married (Mo/Day/Year)	Place Married	Date of Separation (Mo/Day/Year)	Location of Legal Separation Record
	City State Country (if outside the US)		City State Zip

		Country
Current Address of Spouse (If different than your current address)	If Spouse was born outside the US indicate one type of documentation that he or she possesses and the document number	
Street City State Zip Country	FS 240 or 545 DS 1350 Citizenship Certificate US Passport Alien Registration Naturalization Certificate Other (Explain)	

Section: Former Spouse(s)

- Use the most current information you had concerning your former spouse's whereabouts.

Full Name and SSN	Date of Birth (Mo/Day/Year)	Place of Birth	Country(ies) of Citizenship
First Middle Last SSN		City State Country (if outside the US)	
Date Married (Mo/Day/Year)	Place Married	Date of Divorce/Annulment (Mo/Day/Year)	Place Where Divorce/ Annulment Occurred
	City State Country		City State Country
Last Known Address of Former Spouse			
Street City State Country Phone Number			
Full Name and SSN	Date of Birth (Mo/Day/Year)	Place of Birth (City and State)	Country(ies) of Citizenship
First Middle Last SSN		City State Country (if outside the US)	
Date Married (Mo/Day/Year)	Place Married	Date of Divorce/Annulment (Mo/Day/Year)	Place Where Divorce/ Annulment Occurred
	City		City

	State Country		State Zip Country
Last Known Address of Former Spouse			
Street City State Zip Country Phone Number			

Section: Relatives

- A current address must be provided for all relatives. If for some reason you cannot provide this information, an explanation must be entered in "Additional Comments".
- Step-parents must be entered in this section.
 - Even if you were an adult when a parent remarried, the new spouse is still considered your step-parent and must be listed.
- If your mother has a different last name than you and/or your father or still uses her maiden name, you must enter an explanation in "Additional Comments".
- Examples:
 - My mother and father were divorced and my mother has since remarried (step- father must be listed).
 - My mother remarried, but has since divorced.
 - My mother and father were never married so therefore my mother uses her maiden name.
 - If Married include Mother-in-law and Father-in-law.
 - Must list all brothers, sisters (including step-or half) and all children (to include: step, adopted and foster).

TIP: Any "Yes" response requires additional comments/answers

Relationship and Full Name	Date of Birth (Mo/Day/Year)	Place of Birth	Country(ies) of Citizenship	Current Address (if living)	If Born Outside the US, indicate one type of documentation that he/she possesses and provide the document number
Mother Father Children Step Parent In-laws				Street City State Zip Country (if outside the US)	FS 240 or 545 Citizenship Certificate DS 1350 Naturalization Certificate Alien Registration US Passport Other (Explain)

Section: Foreign Activities

- Include yourself, spouse or cohabitant's foreign financial interest to include bank accounts, investments, property or businesses.

Type of Financial Interest	Amount of Funds in US Dollars	Name of Controlling Party	Type of Benefit (i.e., educational, medical, retirement, social welfare, or other benefits from a foreign country)	Estimated Value in US Dollars

Type of Property	Date(s) Owned	Location of Property	Estimated Value of Property in US Dollars

Section: Foreign Travel

TIP: Travel as a contractor is usually not considered official Government business.

- List all foreign countries you have visited in the last 7 years, except for travel under official Government orders.
- Include short trips to Canada or Mexico.

Date From (mo/year)	Date To (mo/year)	Number of Days	Country or Countries Visited	Reason for Visit

Section: Psychological and Emotional Health

- Provide the below information if you have consulted with a mental health professional (psychiatrist, psychologist, counselor, etc.) or consulted with another health care provider about a mental health related condition.
- This answer will be NO if the consultation involved:
 - Marital
 - Family
 - Grief Counseling
 - Strictly related to adjustments from service in a military combat environment
- The examples below will required a YES answer:
 - Anger Management
 - Court Ordered Counseling
 - Any counseling resulting from violence by you

Date From (mo/year)	Date To (mo/year)	Name and Address of Provider
		Name Street City State Zip

Section: Police Record

- Must list all felonies, drug, alcohol, firearms or domestic violence charges during your lifetime.
- Must list all Misdemeanors and Infractions (exclude any fines of less than \$300 for traffic offenses that do not involve alcohol or drugs.)

TIP: List all charges and arrests including dismissals, expunged or stricken from the court record.

Date (mo/year)	Law Enforcement Authority/Court	Charge	Disposition
	Court Street City State Zip Country		
	Court Street City State Zip Country		
	Court Street City State Zip Country		

Section: Financial Record

It is highly recommended you run a credit report prior to completing this section. <http://www.ftc.gov/freereports> is for your annual free credit reports. The following items must be included:

- Bills that are in collections, charge offs, repossessions, judgments, tax liens, wage liens or bankruptcy
- Any possessions or property voluntarily or involuntarily repossessions, foreclosures or short sales
- Unpaid Federal, State, or other taxes, or to unfiled tax returns, when required by law or ordinance
- Defaults on any type of loan
- Bills or debts turned over to a collection agency

- Accounts or credit card suspended, charged off, or cancelled for failing to pay as agreed
- Evictions for non-payment of financial obligations
- Delinquent on court-imposed alimony or child support payments
- Wages, benefits, or assets garnished or attached for any reason
- Counseled, warned, or disciplined for violating terms of agreement for a travel or credit card provided by your employer?
- Have you been over 180 days delinquent on any debt(s)?
- Are you currently over 90 days delinquent on any debt(s)?
- Have you EVER experienced financial problems due to gambling?
- When in doubt, list the creditor!
- For Chapter 7, be prepared to show proof of Discharge of Debtor.
- For Chapter 13, be prepared to show proof of payments or debt paid in full.

Date Satisfied (mo/year)	Amount of Property Value Involved	Loan/Account Number/ Bankruptcy Type	Name(s) of Creditor to Whom Debt is/was Owed	Name/Address of Company, Court, or Agency Handling Case	Name Action/ Debt Is Recorded Under	Status of Action or Debt
		Type Loan Account # Bankruptcy Type	Agency Street City State Zip Country	Agency Street City State Zip Country		
		Type Loan Account # Bankruptcy Type	Agency Street City State Zip Country	Agency Street City State Zip Country		

Helpful Links

Obtaining Interim Clearances: http://www.dss.mil/disco/indus_disco_Intrim.html

Financial Websites:

Personal financial information - <http://www.ftc.gov/freereports>

Selective Service: Males born after Dec. 31, 1959 must list Selective Service Number. Note: this number is different than your Social Security Number. If you need your Service Number call 1-847-688-6888 or visit <http://www.sss.gov/> to obtain it.

Places Lived and Employment History: Must go back 7 years for an SF-85 or 10 years for an SF-86.

Address information - <http://maps.google.com/>

Zip code lookup - <http://zip4.usps.com/zip4/welcome.jsp>

Area code lookup - http://www.nanpa.com/area_code_maps/ac_map_static.html

White pages to find those persons that you may have lost contact with. It is not always 100% accurate, but is a good starting point,
Whitepages.com

Security Officer Requirements: If you want to know the basics about the Clearance application form and the direction we follow from the US Governments [Guidance on how an FSO should review a Questionnaire for National Security Positions](#)