



SF-85P FAQ's
(Revised 072208)

APPLICANT TIPS FOR SUCCESSFUL e-QIP SUBMISSION

This document will assist you in successfully completing your e-QIP Investigative Form. Forms that are rejected may result in a delay in the processing of your investigation.

Do not use your internet browser Back button when navigating within e-QIP. Use the question navigation buttons or the buttons at the bottom of each screen.

Although e-QIP will allow you to select "I DON'T KNOW THE REQUESTED INFORMATION", when it is reviewed by the agency the form may be unacceptable. It is to your advantage to answer all questions with full contact information for all required fields to avoid rejection by the agency and the need for you to edit/recertify the form and update your signature pages at a later date.

SECTION 1 – FULL NAME

1. Q. Can I use my maiden name as my middle name?

A. If it has been legally changed, you may use your maiden name as your middle name. Otherwise, you must use your legal middle name at birth or check the "NMN" box indicating no middle name.

2. Q. Can I use an initial instead of my full middle name?

A. If your middle name has been legally changed to an initial only, you may use the initial and select "IO", which means "initial only". Otherwise, you must use your full middle name at birth. You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the "Other Names Used" section of the form.

The screenshot shows the 'Full Name' section of the SF-85P form. It includes a table with columns for 'Name' and 'IO/NFN/NMN'. The 'Middle' row has a dropdown menu with 'IO' selected, which is highlighted by a red arrow. The 'Last' row has a dropdown menu with 'N' selected. The 'First' row has a dropdown menu with 'N' selected. The 'Suffix' row has a dropdown menu with 'N' selected.

	Name	IO/NFN/NMN
Last:		N
First:		N
Middle:		IO
Suffix:		N

3. Q. Can I use an initial for my first name?

- A. If your first name has been legally changed to an initial, you may use the initial and select "IO" (initial only). Otherwise, you must use your full first name at birth. You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the "Other Names Used" section of the form.

Sections 1-6: Your Identifying Information
Comprehensive Details

Provide the following information about your identity.

Section 1: Full Name

If you have no first name 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). If you are a "Jr.," "Sr.," "II," etc., enter this under Suffix.

Full Name	
Name	IO/NFN/NMN
Last: []	[]
First: []	IO/Initial Only
Middle: []	[]
Suffix: []	[]

4. Q. I use an initial in my name. What should I do?

- A. If the initial that you use is a part of your legal name and not an abbreviation, select "IO" (initial only). You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the "Other Names Used" in Section 5 of the form.

Section 5: Other Names Used

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the "nee" box.

Other Names Used

Not Applicable

#	Name	nee	Dates Used																								
1.	<table border="1"><thead><tr><th colspan="2">Name</th></tr><tr><th>Name</th><th>IO/NFN/NMN</th></tr></thead><tbody><tr><td>Last: [Doe]</td><td>[]</td></tr><tr><td>First: [J]</td><td>Initial Only</td></tr><tr><td>Middle: [W]</td><td>Initial Only</td></tr><tr><td>Suffix: []</td><td>[]</td></tr></tbody></table>	Name		Name	IO/NFN/NMN	Last: [Doe]	[]	First: [J]	Initial Only	Middle: [W]	Initial Only	Suffix: []	[]	nee <input type="checkbox"/>	<table border="1"><thead><tr><th colspan="3">Dates Used</th></tr><tr><th>Date</th><th>Month/Year</th><th>Est./Pres.</th></tr></thead><tbody><tr><td>From: [Jan(01)]</td><td>[] / [1980]</td><td>[]</td></tr><tr><td>To: [Jan(01)]</td><td>[] / [1990]</td><td>[]</td></tr></tbody></table>	Dates Used			Date	Month/Year	Est./Pres.	From: [Jan(01)]	[] / [1980]	[]	To: [Jan(01)]	[] / [1990]	[]
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Dates Used																											
Date	Month/Year	Est./Pres.																									
From: [Jan(01)]	[] / [1980]	[]																									
To: [Jan(01)]	[] / [1990]	[]																									

Add A Blank Entry

5. Q. I don't have a first name or middle name. What should I do?

- A. Check "NFN" box for no first name or "NMN" box for no middle name.

Sections 1-6: Your Identifying Information
Comprehensive Details

Provide the following information about your identity.

Section 1: Full Name

If you have no first name 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). If you are a "Jr.," "Sr.," "II," etc., enter this under Suffix.

Full Name	
Name	IO/NFN/NMN
Last: [Doe]	[]
First: []	No First Name
Middle: []	No Middle Name
Suffix: []	[]

6. Q. I do not have a suffix on my name. What should I do?

A. Leave the suffix field blank.


SECTION 2 – DATE OF BIRTH

1. Q. What is my Date of Birth?

A. The date of birth that is reflected on your birth certificate.

Section 2: Date of Birth

Date of Birth	
Month/Day/Year	Est.
Jan(01) / 01 / 1980	<input type="checkbox"/>



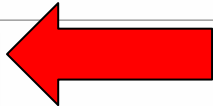
SECTION 3 – PLACE OF BIRTH

1. Q. How do I answer #3 if I was born in a county and not a city?

A. City or County can be used.

Section 3: Place of Birth

Place of Birth	
City:	County: Shawnee
Provide Country if outside the United States; otherwise, provide State.	
State:	
Country:	
(List)	




2. Q. How do I answer if I was born outside of the US?

A. Select your country of birth from the drop down list (cut/paste selection from list).

Section 3: Place of Birth

Place of Birth	
City:	County:
Provide Country if outside the United States; otherwise, provide State.	
State:	
Country:	France
(List)	



If born outside the US and the county is unknown, check “I do not know the requested information” when a warning message appears.

Help · Display · Logout Navigation: SF B&P Sections 1-6: Your Identifying Information

Sections 1-6: Your Identifying Information
Comprehensive Details

Type	Validation Results	Message
Warning	<input type="checkbox"/> I do not know the requested information.	

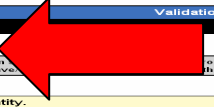
Note: This message indicates problems with the information changes indicated and click "Save" to revalidate. Click "Save" or "must be corrected. Messages labeled "Warning" must be corrected or explained. Make these changes later.

Provide the following information about your identity.

Section 1: Full Name

If you have no first name 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). If you are a "Jr.," "Sr.," "III," etc., enter this under Suffix.

Full Name	Name	IO/NFN/NMN
Last:	Smith	
First:	John	
Middle:	Joe	
Suffix:		



SECTION 5 – OTHER NAMES USED

1. Q. Am I required to provide my maiden name?

A. Yes. The dates used must also be provided. You must check the “nee” box for maiden name. Please include your legal middle name given at birth. If you do not have other names used, click the “Not Applicable” box.

Section 5: Other Names Used

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the “nee” box.

Other Names Used
Not Applicable

#	Name	nee	Dates Used																			
1.	<table border="1"><thead><tr><th>Name</th><th>IO/NFN/NMN</th></tr></thead><tbody><tr><td>Last: Smith</td><td></td></tr><tr><td>First: Mary</td><td></td></tr><tr><td>Middle:</td><td>No Middle Name</td></tr><tr><td>Suffix:</td><td></td></tr></tbody></table>	Name	IO/NFN/NMN	Last: Smith		First: Mary		Middle:	No Middle Name	Suffix:		<input checked="" type="checkbox"/>	<table border="1"><thead><tr><th>Date</th><th>Month/Year</th><th>Est./Pres.</th></tr></thead><tbody><tr><td>From: Jan(01)</td><td>/ 1980</td><td></td></tr><tr><td>To: May(05)</td><td>/ 2001</td><td></td></tr></tbody></table>	Date	Month/Year	Est./Pres.	From: Jan(01)	/ 1980		To: May(05)	/ 2001	
Name	IO/NFN/NMN																					
Last: Smith																						
First: Mary																						
Middle:	No Middle Name																					
Suffix:																						
Date	Month/Year	Est./Pres.																				
From: Jan(01)	/ 1980																					
To: May(05)	/ 2001																					

Add A Blank Entry

2. Q. Am I required to include nicknames?

A. Yes. You must also provide the dates when used.

Section 5: Other Names Used

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the “nee” box.

Other Names Used
Not Applicable

#	Name	nee	Dates Used																			
1.	<table border="1"><thead><tr><th>Name</th><th>IO/NFN/NMN</th></tr></thead><tbody><tr><td>Last: Johnson</td><td></td></tr><tr><td>First: PeeWee</td><td></td></tr><tr><td>Middle:</td><td>No Middle Name</td></tr><tr><td>Suffix:</td><td></td></tr></tbody></table>	Name	IO/NFN/NMN	Last: Johnson		First: PeeWee		Middle:	No Middle Name	Suffix:		<input checked="" type="checkbox"/>	<table border="1"><thead><tr><th>Date</th><th>Month/Year</th><th>Est./Pres.</th></tr></thead><tbody><tr><td>From: Jan(01)</td><td>/ 1980</td><td></td></tr><tr><td>To: May(05)</td><td>/ 2001</td><td></td></tr></tbody></table>	Date	Month/Year	Est./Pres.	From: Jan(01)	/ 1980		To: May(05)	/ 2001	
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First: PeeWee																						
Middle:	No Middle Name																					
Suffix:																						
Date	Month/Year	Est./Pres.																				
From: Jan(01)	/ 1980																					
To: May(05)	/ 2001																					

Add A Blank Entry

3. Q. I’m not sure of dates when I used a name. What should I do?

A. Estimate the date (month and year) to the best of your knowledge and check the “EST” block, indicating that this is an estimated date.

Section 5: Other Names Used

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the “nee” box.

Other Names Used
Not Applicable

#	Name	nee	Dates Used																			
1.	<table border="1"><thead><tr><th>Name</th><th>IO/NFN/NMN</th></tr></thead><tbody><tr><td>Last: Doe</td><td></td></tr><tr><td>First: J</td><td></td></tr><tr><td>Middle: W</td><td></td></tr><tr><td>Suffix:</td><td></td></tr></tbody></table>	Name	IO/NFN/NMN	Last: Doe		First: J		Middle: W		Suffix:		<input type="checkbox"/>	<table border="1"><thead><tr><th>Date</th><th>Month/Year</th><th>Est./Pres.</th></tr></thead><tbody><tr><td>From: Jan(01)</td><td>/ 1980</td><td>Estimated</td></tr><tr><td>To: Jan(01)</td><td>/ 1990</td><td>Estimated</td></tr></tbody></table>	Date	Month/Year	Est./Pres.	From: Jan(01)	/ 1980	Estimated	To: Jan(01)	/ 1990	Estimated
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Suffix:																						
Date	Month/Year	Est./Pres.																				
From: Jan(01)	/ 1980	Estimated																				
To: Jan(01)	/ 1990	Estimated																				

Add A Blank Entry

4. Q. I have a validation error stating that a date has to be after/earlier than another date. What does this mean?

A. Many questions involving dates are validated against the birth date entered in Section 2. Most date fields pertaining to the applicant (not relatives) must be after the applicant’s birth date.

SECTION 8 - CITIZENSHIP

- 1. Q. If I am a US citizen born in the US or US territories (i.e., Guam, Virgin Islands, etc.) am I required to provide a State Department Form 240-Report of Birth Abroad of a Citizen of the US?**
 - A. No.** You must answer “b” and “d” of Section 8. If you have dual citizenship, for “item d” you must enter the country. If you do not, click the “Not Applicable” box.

The screenshot shows the 'Section 8: Citizenship' form. Under 'Item a', there is a section for 'Citizenship Status' with three radio button options. A red arrow points to the first option: I am a U.S. citizen or national by birth in the U.S. or U.S. territory/possession. (Answer items b and d).

- 2. Q. Which box in “Item d” do I mark since I am a citizen but was born on a US military base in a foreign country?**
 - A.** You should mark the first box since a US Military Base any place in the world is considered a US territory or possession.

The screenshot shows the 'Item d, Dual Citizenship' section. It includes a table for 'Country(ies) of Dual Citizenship'. A red arrow points to the first row's 'Country' input field, which contains the text '(List)'. Below the table is an 'Add A Blank Entry' button.

- 3. Q. Will dual citizenship keep me from IRS employment?**
 - A. No.**

SECTION 9 – WHERE YOU HAVE LIVED

- 1. Q. I have completed this section, but am receiving an error message requiring me to account for residences, without breaks, for the previous 7 years. Why?**
 - A.** You cannot have any gaps of time between dates. When listing the dates of when you resided at different residences, there can be no time lapse between the end date of when you left a residence and the start date of when you began living at the next residence. Any gaps in these dates will prompt an error message.

Help · Display · Logout Navigation: SF85P Section 9: Where You Have Lived

Section 9: Where You Have Lived OMB No. 3206-0045
Form: SF85P-001

Section Summary

Validation Results	
Type	Message
Error	Account for residences, without breaks, for the previous 7 years.

Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.

Provide a detailed entry for each place you have lived in the last 7 years. All periods must be accounted for in your list. Do not list a permanent address when you were actually living at a school address, etc. You may omit temporary military duty locations under 90 days (list your permanent address instead).

Summary of Where You Have Lived

#	Time Period	Street	City	Actions
1	From 06/2005 To Present	302 Easy Street	Stafford	Edit Delete
2	From 01/2001 To 02/2005	12 Market St	Stafford	Edit Delete

2. Q. Am I required to list a person that knows me for the verifier information?
- A. You are required to complete the "Residence Contact Field", or upon validation, check the "I do not know the requested information" when a warning message appears.

Section 9: Where You Have Lived OMB No. 3206-0045
Form: SF85P-001

Section Summary

Validation Results	
Type	Message
Warning	Residency History #1: Provide a response for Person Who Knew You. <input type="checkbox"/> I do not know the requested information.
Error	Residency History #2: Provide a response for Name of Person Who Knew You.
Warning	Residency History #2: Provide a state or country for Street Address of Person Who Knew You. <input type="checkbox"/> I do not know the requested information.
Warning	Residency History #2: Provide a response for Telephone Number of Person Who Knew You. <input type="checkbox"/> I do not know the requested information.

Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.

Provide a detailed entry for each place you have lived in the last 7 years. All periods must be accounted for in your list. Do not list a permanent address when you were actually living at a school address, etc. You may omit temporary military duty locations under 90 days (list your permanent address instead).

Summary of Where You Have Lived

#	Time Period	Street	City	Actions
1	From 03/2005 To Present	302 Easy Street	Stafford	Edit Delete
2	From 01/2001 To 02/2005	12 Market St	Stafford	Edit Delete

If the "I do not know the requested information" box is checked, you must provide an explanation in the comments field.

Person Who Knew You

For any address in the last 5 years, list a person who knew you at this address, and who preferably still lives in that area (do not list people for residences completely outside this 5-year period, and do not list your spouse, former spouses, or other relatives).

Name

Street Address

Street:

City:

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State: Zip Code:

Country: [\(List\)](#)

Telephone Number

Number:

Additional Comments

Note: If you need to provide any additional comments about this information.

I do not know a verifier for this address because I just moved here 2 days ago.

3. **Q. If I want to list references, can I use the same person for all the places that I have lived for the last 7 years?**
 - A. Yes. However it is recommended to use a different reference of someone who knew you at each address.
4. **Q. What if I am in the process of moving, what address should I use?**
 - A. List your current address and provide your new address information in the comments field.
5. **Q. I was homeless at the time and I didn't have an address. What should I do?**
 - A. Provide the city, state, zip code and indicate your homeless status in the street address field.

Section 9: Where You Have Lived OMB No. 3206-0046
Form

Entry Details

Provide the requested information about this place where you have lived.

Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barrack number or home port.

For temporary military duty locations under 90 days, list your permanent address instead. You should use your APO/FPO address if you lived overseas.

For addresses in the last five years, if this address is "General Delivery," a Rural or Star Route, or may be difficult to locate, provide directions for locating the residence under Additional Comments below.

Dates of Activity		
Date	Month/Year	Est./Pres.
From:	Dec(12) / 1980	
To:	Oct(10) / 1989	

Street Address


Street: I was homeless for

City: Cincinnati

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State: Ohio (OH) Zip Code: 45202

Country:



6. **Q. Can I use a post office box number instead of my address?**
 - A. No. You must use the actual physical location of your residence.
7. **Q. There are no numbers in my home street address, we have a route number and we use a post office box. How do I list this?**
 - A. List the Route number and the PO Box; include the city, state and zip code. Include directions to residence in the comments field.
8. **Q. I get an error message about needing a record with "Present". What does this mean?**
 - A. Section 9 requires one record to have an end date for which you have checked the "Present" box, indicating your current residence.

Section 9: Where You Have Lived OMB No. 3206-0046
Form

Entry Details

Provide the requested information about this place where you have lived.

Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barrack number or home port.

For temporary military duty locations under 90 days, list your permanent address instead. You should use your APO/FPO address if you lived overseas.

For addresses in the last five years, if this address is "General Delivery," a Rural or Star Route, or may be difficult to locate, provide directions for locating the residence under Additional Comments below.

Dates of Activity		
Date	Month/Year	Est./Pres.
From:	Jan(01) / 2003	
To:		Present


Street Address

Street: 99 Red Corvette Hwy

City: Cincinnati

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State: Ohio (OH) Zip Code: 45202



9. Q. I need to enter a foreign address. What do I do for the zip code?

- A. Leave the zip code field blank and in the comments field annotate 'foreign postal code' and the code, or annotate 'unknown'.

Person Who Knew You


For any address in the last 5 years, list a person who knew you at this address, and who preferably still lives in that area (do not list people for residences completely outside this 5-year period, and do not list your spouse, former spouses, or other relatives).

Name
Speed Racer

Street Address
Street: 100 Rue De Pix
City:
Provide Country if outside the United States; otherwise, provide State and Zip Code
State: France Zip Code:
Country: France
(List)

Telephone Number
Number

Additional Comments
Note: If you need to provide additional comments about this information, enter them below.
Foreign Postal Code



10. Q. Does e-QIP accept APO and FPO addresses? How should I enter them?

- A. Yes. e-QIP will accept APO and FPO addresses. Select the appropriate APO/FPO from the drop down menu. The APO/FPO address should be entered in the city field and the AE, AA or AP should be entered in the state. (These are available at the bottom of the drop-down menu). Lastly, enter the zip code for the APO/FPO location.

Provide the requested information about this place where you have lived.

Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barrack number or home port.

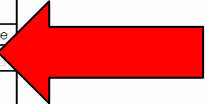
For temporary military duty locations under 90 days, list your permanent address instead. You should use your APO/FPO address if you lived overseas.

For addresses in the last five years, if this address is "General Delivery," a Rural or Star Route, or may be difficult to locate, provide directions for locating the residence under Additional Comments below.

Dates of Activity

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2003	
To:		Present

Street Address
Street:
City: APO/FPO Address
Provide Country if outside the United States; otherwise, provide State and Zip Code
State: APO/FPO Europe (AE) Zip Code: 00000
Country:
(List)



11. Q. I can't remember the exact dates for each residence, what should I do?

- A. An estimated date should be used with "Estimated" selected by the dates.

12. Q. I had two addresses for the same time period. Do I need to provide both?

- A. Yes.

13. Q. Do you want the addresses for my "own" apartments/homes, or also if I lived with someone else?

- A. Provide the addresses of everywhere you lived (whether in your name or someone else's) for the entire 7-year timeframe.

SECTION 10 – WHERE YOU WENT TO SCHOOL

1. **Q. What if I can't remember the exact dates I went to a particular school?**
 - A. An estimated date should be used and select "Estimated" by the dates.
2. **Q. Am I required to provide the street address for the school?**
 - A. Yes. However if unknown provide the city and state and select the "I do not know the requested information" when a warning message appears and explain in the comments field.

Dates of Activity		
Date	Month/Year	Est./Pres.
From:	Sep(09) / 1995	Estimated
To:	Jun(06) / 1998	Estimated

School Type

High School
 College/University/Military College
 Vocational/Technical/Trade School

School Name
 Ridgemont High

Street Address

Street: _____
 City: Cincinnati
 Provide Country if outside the United States; otherwise, provide State and Zip Code.
 State: Ohio (OH) Zip Code: 44244
 Country: _____
[\(List\)](#)

Additional Comments
 Note: If you need to provide any additional comments about this information, enter them below.
 I do not know the street address.

3. **Q. I graduated from high school two years ago, but they have since closed and I don't remember the address. What should I do?**
 - A. Annotate "School Closed" in the street address section. You must also list the city, state and zip code of where the school was located when you attended.

Dates of Activity		
Date	Month/Year	Est./Pres.
From:	Sep(09) / 1995	Estimated
To:	Jun(06) / 1998	Estimated

School Type

High School
 College/University/Military College
 Vocational/Technical/Trade School

School Name
 Ridgemont High

Street Address

Street: School Closed
 City: Cincinnati
 Provide Country if outside the United States; otherwise, provide State and Zip Code.
 State: Ohio (OH) Zip Code: 44244
 Country: _____
[\(List\)](#)

4. **Q. I took a correspondence course over the internet last year and I don't know the address. What should I do?**
 - A. Go to the school's website on the internet and click on "contact us". It should have the mailing address of the school.

5. **Q. Should I put my education on the SF85P if it was more than 7 years ago?**
 A. Yes. All education within the last 7 years and the most recent degree earned must be shown.
6. **Q. What should I put if I am still attending school?**
 A. Your current information and dates (to present).

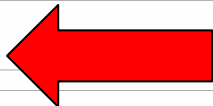
Provide the requested information about this school you attended. For correspondence schools and extension classes, provide the address where the records are maintained.

Dates of Activity		
Date	Month/Year	Est./Pres.
From:	Sep(09) / 2006	
To:		Present

School Type
 High School
 College/University/Military College
 Vocational/Technical/Trade School

School Name
 Kick Rocks High School

Street Address
 Street: Mudslide Ave
 City: Cincinnati
 Provide Country if outside the United States, otherwise, provide State and Zip Code.
 State: Ohio (OH) Zip Code: 45208
 Country: (US)



7. **Q. Do I need to provide my high school?**
 A. Yes. If you attended within the last 7 years or if it is the most recent diploma/degree earned.
8. **Q. If I don't have additional or higher education after high school and it has been more than 7 years since I graduated from high school, may I leave it blank?**
 A. No. If you do not have any additional or higher education following high school and it has been more than 7 years since you graduated, you still need to provide us with your high school information.
9. **Q. What if I don't know what city it is in?**
 A. Contact the school to get the information.
10. **Q. I have more than three degrees to enter in Section 10. What should I do?**
 A. Add the dates and degree information and then click "Add a Blank Entry". This will allow you to list additional degree information.

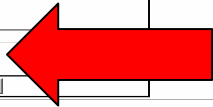
Provide a detailed entry for each degree, diploma, etc. you received from this school.

#	Degree/Diploma/Other		Dates Awarded		Degree/Diploma/Other
	Date	Month/Year	Est.		
1.	Jan(01)	/ 1998			Diploma

Person Who Knew You
 For schools you attended in the last 3 years, list a person who knew you at school (an instructor, student, etc.). Do not list people for education completely outside this 3-year period.

Name

Street Address
 Street: _____
 City: _____
 Provide Country if outside the United States, otherwise, provide State and Zip Code.
 State: _____ Zip Code: _____



11.Q. Am I required to enter the zip code?

- A. Yes. To locate zip codes for addresses within the U.S. please go to: <http://www.usps.com/>. If not, you must select the box that says “I do not know the requested information” when a warning message appears and explain in the comments field, in order to exit this section.

SECTION 11 – YOUR EMPLOYMENT ACTIVITIES

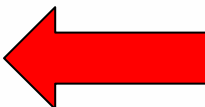
1. Q. I have completed this section, but am receiving an error message requiring me to account for all periods of employment, without breaks, for the previous 7 years. Why?

- A. You cannot have any gaps of time between dates. You must indicate all periods of self-employment, unemployment or vacation as appropriate. Any gaps in these dates will prompt an error message. When listing the dates of employment, there can be no time lapse between the end date of your last employment/unemployment and the start date of your next employment/unemployment.

Provide a detailed entry for each of your employment activities for the last 7 years. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire 7-year period must be accounted for with breaks, but you need not list employments before your 16th birthday. EXCEPTION: Show all Federal civilian service, whether it occurred within the last 7 years or not.

Summary of Your Employment Activities			
#	Time Period	Type of Employment	Actions
1	From 01/2004 To Present	Other	Edit Delete
2	From 01/2003 To 01/2004	Self-employment	Edit Delete
3	From 01/2000 To 01/2003	Other	Edit Delete
4	From 01/1999 To 01/2000	Unemployment	Edit Delete
5	From 07/1998 To 01/1999	Other	Edit Delete
<input type="button" value="Add an Entry"/>			

Additional Comments
Note: If you need to provide any additional comments about this information, enter them below.



2. Q. Should I choose “Unemployment” if I am not collecting unemployment benefits? Can I use the Unemployment Office as a verifier, and if I am unemployed but receiving unemployment benefits, can I still choose “Unemployment”?

- A. All periods of unemployment must be accounted for. This has nothing to do with collecting benefits. You can use the Unemployment Office as a verifier only if you have a counselor you are working with and have complete information with regard to name and address and telephone number. Select “Unemployment” and input the data.

3. Q. Can I list my spouse as a verifier if I was unemployed more than once?

- A. Yes. However it is preferred that you use a different verifier for each period of unemployment.

4. Q. If I am self-employed, what should I use?

- A. Select “Self-employment” along with your verifier information.

5. **Q. If I am self-employed, can I use my spouse as my verifier?**
A. Yes.
6. **Q. How should I reflect retirement?**
A. Select 'Other' and annotate 'Retirement' in the comments field.
7. **Q. Am I required to provide the complete mailing addresses with the zip code?**
A. Yes. We need the company name, street number, street name, city, state and zip code.
8. **Q. I worked at a remote site, an airport terminal, and there is no street address. What should I do?**
A. Under "Employer's street address" provide the employer's complete mailing address and under "Street address of job location" (if different than Employer's address), list the location. For example: Terminal (A) DFW International Airport, DFW 75162.
9. **Q. Can I use a PO Box?**
A. No. It must be the actual physical address of the building.
10. **Q. Can I use an e-mail address?**
A. No.
11. **Q. Am I required to provide a complete address and information if I am a current Federal Employee?**
A. Yes.
12. **Q. Will Personnel research the address information for me to put on the form?**
A. No. Applicants/Employees are responsible for finding/providing required information for the SF85P.
13. **Q. Should I use the company name or the supervisor's name for the employer?**
A. The company name is required.
14. **Q. What do I put if I have never worked?**
A. In Section 11, Click on the "Add an Entry" button.

Section 11: Your Employment Activities OMB No. 3206-0046
Form: SF-85P

Section Summary

Provide a detailed entry for each of your employment activities for the last 7 years. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire 7-year period must be accounted for with breaks, but you need not list employments before your 16th birthday. EXCEPTION: Show all Federal civilian service, whether it occurred within the last 7 years or not.

#	Time Period	Type of Employment	Actions
1	From 01/2004 To Present	Other	Edit Delete
2	From 01/2003 To 01/2004	Self-employment	Edit Delete
3	From 01/2000 To 01/2003	Other	Edit Delete
4	From 01/1999 To 01/2000	Unemployment	Edit Delete
5	From 07/1998 To 01/1999	Other	Edit Delete

[Add an Entry](#)

Additional Comments

Note: If you need to provide any additional comments about this information, enter them below.

Select "Unemployment". (See next page for final step)

Section 11: Your Employment Activities
Select Employment Type

Use one of the codes listed below to identify the type of employment:

Type of Employment

- Active military duty stations
- National Guard/Reserve
- U.S.P.H.S. Commissioned Corps
- Other Federal employment
- State Government (Not Federal employment)
- Self-employment
- Unemployment
- Federal Contractor
- Other

Save Cancel Reset this Screen

Provide the dates of the unemployment and verifier information (required).

Section 11: Your Employment Activities
Entry Details

Dates of Activity

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2006	
To:	Jun(06) / 2006	

Type of Employment
 Unemployment

List the name of the person who can verify your unemployment.

Verifier Name
 John Smith

Verifier's Street Address

Street:	12 Restricted Blvd		
City:	Cincinnati		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	Ohio (OH)	Zip Code:	44244
Country:	USA		

15.Q. Am I required to provide the verifier's complete address?

A. Yes.

16.Q. What if I don't have my verifier's address information?

A. Contact the verifier and get the information to provide on the form.

17.Q. What should I do if my prior employer has gone out of business?

A. Provide the employment information, then annotate "out of business" or "closed" in the comments field.

18.Q. Do I need the complete business name or can I use initials?

A. Yes. Provide the complete business name of the company. For example, IRS would be shown as Internal Revenue Service.

19.Q. What if my employer is out of state and I only have the PO Box for the address?

A. Contact the company to get the physical street number address of the building.

20.Q. As a Reservist, am I required to provide other employment information?

A. Yes. You must provide other employment information or periods of unemployment with the dates.

21.Q. If I worked for Temp Agencies, do I put the Agency as my employer or the job that I was sent to work as my employer, or do I use both?

A. Do not list both. The Temp Agency that you work for is the employer and that is what is required, not the job assignments.

22.Q. If I only worked for one day or one week, am I required to put that on the SF85P?

A. Yes. All employment activities need to be listed for the past 7 years.

23.Q. Am I required to provide employment that doesn't apply as experience for the job that I am applying for?

A. Yes. All employment activities need to be listed for the past 7 years.

24.Q. What if I don't remember my supervisor's name?

A. You may enter "Unknown" in the supervisor field and explain in the additional comments field. You may also leave it blank and click "Save". You must then select "I do not know the requested information" when a warning message appears and explain in the comments field.

25.Q. What if I don't remember the phone number?

A. It can be left blank.

26.Q. What if I don't remember the address of the company?

A. Contact the employer to obtain the actual physical mailing address.

SECTION 12 – YOUR EMPLOYMENT RECORD

1. Q. If I answered "YES" in Section 12 to any of the following happening to me in the last 7 years, must I provide the additional information?

A. Yes, you must select "Add an Entry" to complete this section.

Question	Yes	No
Has any of the following happened to you in the last 7 years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. Fired from a job.	<input type="checkbox"/>	<input type="checkbox"/>
2. Quit a job after being told you'd be fired.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Left a job by mutual agreement following allegations of misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
4. Left a job by mutual agreement following allegations of unsatisfactory performance.	<input type="checkbox"/>	<input type="checkbox"/>
5. Left a job for other reasons under unfavorable circumstances.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes," provide a date for each occurrence to report.

#	Date Fired/Quit/Left	En
---	----------------------	----

Add an Entry


2. Q. If I answered "Yes" in Section 12 to any of the following questions, can I just provide the Employer Name, City and State?

A. No. The Date, Severance Type, Reason, Name of Employer, Street Address, City, State, and Zip Code is required for each occurrence).

SECTION 13 – PEOPLE WHO KNOW YOU WELL

- 1. Q. What if I don't have this information because I don't have any references?**
 - A. You must provide two complete names and US mailing addresses. If you do not provide this information, your Form will not be accepted.
- 2. Q. What if I don't know anyone, can I use relatives?**
 - A. No. They should be good friends, peers, colleagues, co-workers, college roommates, etc.
- 3. Q. What if I don't have the complete mailing address or dates?**
 - A. Contact your references to get the complete information that is required.
- 4. Q. What if my reference only has a PO Box for their address?**
 - A. You need to use references with US street mailing addresses for their residences.
- 5. Q. Can I use references that live outside the US?**
 - A. No. References must have US street mailing addresses.
- 6. Q. Can I use a reference if I only have a phone number?**
 - A. No. A US street mailing address is required.
- 7. Q. What if I have the address and no phone number?**
 - A. The phone number can be omitted as long as a complete US street mailing address is used.
- 8. Q. What if I only know the year and not the month, or the month and not the year of when I met my reference?**
 - A. An estimated date must be used along with selecting "Estimated" next to the date.
- 9. Q. I cannot enter "Present" for the "Dates Known". What should I do?**
 - A. You must enter the present month and the present year for the "From" date and then you can select "Present" in the "To" section.

Section 11: Your Employment Activities			OMB No. 32
Entry Details			Form
Dates of Activity			
Date	Month/Year	Est./Pres.	
From:	Jan(01) / 2006	Estimated	
To:	/	Present	
Type of Employment			
Other			
Employer Name			
McDonalds			
Your Position Title			
Cook			
Employer's Street Address			
Street: 32 Ronald Road			
City: Cincinnati			
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State: Ohio (OH)		Zip Code: 44434	



SECTION 14 – YOUR MARITAL STATUS

1. **Q. If I mark the “Married” box, must I provide information about my spouse?**
A. Yes. You must select “Add an Entry” and provide information about your current spouse.

The screenshot shows the 'Section 14: Your Marital Status' form. At the top, there is a 'Section Summary' and a 'Validation Results' section. The 'Validation Results' section contains an error message: 'Error: Select your Marital Status from the given list. Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.' Below the message, there is a section titled 'Mark one item to show your current marital status.' with a 'Marital Status' section containing several radio buttons: 'Never Married', 'Married' (checked), 'Separated', 'Legally Separated', 'Divorced', 'Widowed', and 'Other'. A large red arrow points to the 'Married' checkbox. Below this, there is a section titled 'Provide information about your current spouse.' with a 'Current Spouse' section containing a 'Not Applicable' checkbox and a table with columns 'Full Name' and 'Date Married'. An 'Add an Entry' button is located below the table.

2. **Q. What information is required about my spouse?**
A. Their Full Name, Date of Birth, SSN, Place of Birth, Current Address, Date Married, Place Married (if Separated – Date Separated, Location of Separation Record) Country(ies) of Citizenship, Maiden Name and Dates Used.
3. **Q. What if my Wife’s Maiden Name and Married Name are the same?**
A. Enter the required information then in the Additional Comments section provide remarks.
4. **Q. Must I provide the Dates of Use for each of her other Names Used?**
A. Yes.
5. **Q. Must I provide the Address, since we live at the same residence?**
A. If the Address is the same, you can select the “Use My Current Address” button. If the Address is different, then your spouse’s Address will need to be added.

The screenshot shows the 'Current Address' form. At the top, there is a 'Current Address' section with a 'Use My Current Address' checkbox, which is checked. A large red arrow points to this checkbox. Below this, there is a table with columns 'Street:', 'City:', 'State:', and 'Zip Code:'. The 'State:' column has a dropdown menu. Below the table, there is a 'Country:' section with a '(List)' link.

SECTION 15 – YOUR RELATIVES

1. **Q. I have other relatives that do not have a code for the SF-85P. How should I list them?**
A. You do not need to list relatives other than the ones that have a specific code. (ex; 1-Mother, 2-Father, 3-Stepmother, 4-Stepfather, etc.).

2. **Q. I do not have any kind of communication with one or some of my relatives and I do not have any way to contact them. Am I required to find an address for them?**

A. You need to list them as a relative with the appropriate code. A response is required. You need to indicate in the address line that you do not know the information due to no contact with the relative.

SECTION 16 – YOUR MILITARY HISTORY

1. **Q. How do I list my military service? I have several different periods of military service in the last ten years.**

A. You need to provide each period of military service separately. To begin, click “Add an Entry”.

Section 16: Your Military History OMB No. 3208-0001
Form 5010-108

Section Summary

Answer the following questions.

#	Question	Yes	No
a.	Have you served in the United States military?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Have you served in the United States Merchant Marine?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

List all of your military service below, including service in Reserve, National Guard, and U.S. Merchant Marine. If you had a break in service, each separate period should be listed. If your service was with other than the U.S. Armed Forces, identify the country for which you served.

Summary of Your Military History
Not Applicable

#	Time Period	Branch of Service
		<input type="button" value="Add an Entry"/>

Check the Branch of Service and click “Save”.

Section 16: Your Military History

Select Branch of Service

Use one of the codes listed below to identify your branch of service:

Branch of Service

- Air Force
- Army
- Navy
- Marine Corps
- Coast Guard
- Merchant Marine
- National Guard

List the dates of service, Service/Certificate number, rank, status, country if other than U.S. Armed Services, provide any additional comments if needed, and click “Save”.

Note: Your Service/Certificate Number is typically found on your DD-214. If your military service was after the dates listed below, then your SSN would be your Service/Certificate number.

- Army and Air Force - July 1, 1969
- Navy and Marines - January 1, 1972

- Coast Guard - October 1, 1974

Section 16: Your Military History
Entry Details

Dates of Activity

Date	Month/Year	Est./Pres.
From:	Jan(01) / 1980	
To:	Dec(12) / 1984	

Branch of Service
Marine Corps

Service/Certificate #
A6PDJ5243

Officer or Enlisted
 Officer
 Enlisted

Status
 Active
 Active Reserve
 Inactive Reserve

If your service was with other than the U.S. Armed Forces, identify the country for which you served.

Country
Country:

Additional Comments
Note: If you need to provide any additional comments about this information, enter them below.

Save Cancel Delete Reset this Screen

SECTION 17 – YOUR SELECTIVE SERVICE RECORD

- Q. What if I am not registered with the Selective Service?**

A. If you are a male born after 12/31/1959, YOU MUST BE REGISTERED with Selective Service to be eligible to apply for employment with the IRS. Rules regarding Selective Service registration can be found at www.sss.gov.
- Q. I went into the military straight from high school when I turned 18. Am I required to have a Selective Service number?**

A. Please check the Selective Service website at www.sss.gov or call 1-847-688-6888 to obtain your Selective Service number. If you are unable to locate your Selective Service number, enter “NO” where it asks if you have registered. In the “Legal Exemption” box enter “Enlisted at age 18 and record the branch (i.e. US Army, US Navy, etc.).
- Q. What if I don’t remember my registration number?**

A. You can check online at www.sss.gov or call 1-847-688-6888 to access your registration number.

4. **Q. How do I find out if I am registered?**
A. Check online at www.sss.gov or call 1-847-688-6888.
5. **Q. How do I register?**
A. You can register online at www.sss.gov.

SECTION 18 – YOUR INVESTIGATIONS RECORD

1. **Q. I previously was investigated what information do I need to provide?**
A. You will need to provide the following: Date, Agency Code, and Clearance Code
2. **Q. I previously was investigated, but I do not recall the investigating agency/clearance code how should I record this?**
A. Answer ‘Yes’, enter ‘Other’ agency code or clearance code, as appropriate, and ‘Don’t know’ or ‘Don’t recall’ under the “Other Agency” heading.

SECTION 19 – FOREIGN COUNTRIES YOU HAVE VISITED

1. **Q. I went on a cruise and visited several different countries; can I list them all in the same block?**
A. Because you visited the different countries, you need to list them separately on the form.
2. **Q. I live near a border and make frequent day trips to the neighboring country do I need to record each trip?**
A. No. You do not need to list each trip unless it was more than 1 day. Instead provide the time period, the code, and country and in the comment section indicate “Many short trips”.

SECTION 20 – YOUR POLICE RECORD

1. **Q. If I disclose that I have been arrested, charged, or convicted for any offense, will that prevent me from getting a position?**
A. Your police record is a suitability issue and will be adjudicated by the Agency.
2. **Q. What am I required to disclose?**
A. You are required to list all arrests, charges or convictions, except traffic fines of less than \$150.
3. **Q. What if I am unsure of the dates I was arrested/charged/convicted?**
A. You must provide estimated dates, and then select “Estimated” by the dates.
4. **Q. What if my record was expunged?**
A. In almost all cases, you must provide the information relating to the expunged record. There is one very limited exception involving only certain types of narcotics charges. You should not assume that any expunged record involving a narcotics violation is covered under this exception. This exception applies only to a first time offense involving the simple possession of a Schedule I controlled

substance. Additionally, to be eligible for the expungement of this type of offense, you must have met certain requirements (such as the successful completion of a probationary period) and must have been under age 21 at the time off the offense. You must then have made an application for the record to be expunged and have had the application accepted and so ordered by the appropriate court. Expungements that meet this limited exception would have been made under the authority of Title 21, United States Code, Section 844, or Title 18, United States Code, Section 3607.

SECTION 21 – ILLEGAL DRUGS

1. Q. If I disclose that I have used drugs, will that prevent me from getting a position?

A. Drug use is a suitability issue and will be adjudicated by the Agency.

2. Q. What if I am unsure of the dates I used drugs?

A. You must provide estimated dates, and then select “Estimated” by the dates.

3. Q. What if I don’t know what drug(s) I used?

A. Enter “Unknown” in the substance field and enter all information you do have, including a thorough explanation and any additional comments.

Section 21: Illegal Drugs
Entry Details

Date(s) Used

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2008	<input type="checkbox"/>
To:	Jan(01) / 2008	<input type="checkbox"/>

Controlled Substance/Prescription
Unknown

Number of Times Used

Additional Comments
Note: If you need to provide any additional comments about this information, enter them below.

I was given a Hallucinogenic drug during a party. I do not know what it was and have never used drugs before or after this episode.

Save Cancel Reset this Screen

SECTION 22 – YOUR FINANCIAL RECORD

1. Q. I claimed Chapter 7, Personal Bankruptcy that included IRS taxes and/or Federal student loans, what should I do?

A. You will need to state that you have made plans and are in agreement with those plans to repay the taxes/student loans in the Additional Comments field or, you will need to state that you have an installment agreement in place and are current with your payments or have paid the balance for IRS taxes or have an agreement with the school to pay a set amount each month and are current with

those payments in the Additional Comments field. You will have to provide a copy of the agreement at a later date.

2. Q. I claimed Chapter 13, Personal Bankruptcy what should I do?

A. You will need to state that you are current on your payments in the Additional Comments field and you will have to provide a copy of the agreement at a later date. Or, you will need to state that you have fulfilled all obligations and your payments are completed in the Additional Comments field and you will have to provide a copy of the provide a copy of the closed bankruptcy at a later date.

VALIDATE, REVIEW and CERTIFY

IF YOU REVIEWED THE DATA YOU PROVIDED FOR ACCURACY AND ARE PREPARED TO SUBMIT YOUR COMPLETED INVESTIGATION REQUEST, CLICK THE 'CERTIFY REQUEST BUTTON' WHICH WILL GENERATE AN OFFICIAL, SUBMITTABLE COPY OF YOUR INVESTIGATION REQUEST; OTHERWISE, USE THE NAVIGATION MENU ABOVE TO NAVIGATE TO THE APPROPRIATE SECTIONS TO MAKE CHANGES.

NOTE: AFTER CLICKING THE 'CERTIFY/REQUEST BUTTON, YOU WILL NO LONGER BE ABLE TO MAKE CHANGES TO THE DATA YOU SUBMITTED.

CERTIFICATION THAT MY ANSWERS ARE TRUE:

1. Q. When I sign my name, do I have to sign my full legal name with middle name?

A. Yes.

AUTHORIZATION FOR RELEASE OF INFORMATION:

1. Q. Do I have to sign and print my full legal name, including my middle name?

A. Yes.

2. Q. Is it a problem if I draw a slash through the number 7?

A. Yes. It makes the dates unclear for OPM processing.

3. Q. If I forget something and omitted information that should be on the SF-85P, how can I add the information to the form after I have submitted it?

A. Contact the IRS Employee Resource Center (ERC) at 1-866-743-5748, select Option 1 and follow the voice prompts for e-QIP assistance. Toll-free TTY 1-866-924-3578.

Note: The Employee Resource Center is only able to reset your Golden Questions and answer specific questions regarding the form you are completing in e-QIP. For all other questions, please contact the Employment Office listed in your e-QIP invitation letter.

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION:

1. Q. How will this information be used?

A. The IRS will not release this form to the Office of Personnel Management unless you will be occupying a high risk occupation such as a Special Agent with the Criminal Investigation Division. If you were notified to complete the SF-85PS in addition to your SF-85P, you will be required to complete the Medical Release.

2. Q. Do I have to sign and print my full legal name, including my middle name?

A. Yes.

Note: Once you have certified and released/transmitted your Investigation Form to the Agency, you will no longer have access to your Form in e-QIP!