SUBJECT EAPP GUIDE - SF86

Purpose: A guide for filling out the Standard Form 86 (SF86) within eApp.

Note: The Subject eApp Guide is not intended to be a recap of every question on the standard forms, rather an additional helpful tool to aid in the overall completion of the forms. Although this guide is specific to the SF86, it may be useful in aiding the completion of the SF85 and SF85P.

SF86

The SF86 is a questionnaire for national security positions intended to be used for subjects seeking positions that require a security determination. The SF86 may also be used as a basis for future investigations and suitability for employment either for the Federal Government or working on a Federal Government contract.

BEFORE YOU START

The organization sponsoring the investigation may establish the amount of time to complete the form. It is best to set aside time to complete the SF86, as it can take several hours. On average, the estimated time to complete it is 150 minutes, which includes information and document gathering. Begin as soon as possible to ensure the invitation does not expire.

Gather information to cover the requested period. For most sections, one will need information going back 10 years. In most sections, the instructions state that one should not list information prior to his/her 18th birthday unless two years' worth of history must be provided. There are certain sections that ask "if you have ever in your life," which are yes or no questions. Please read each section and question carefully, as specific instructions will be provided if different than the 10-year requirement. One should gather the following information:

- ❑ Citizenship and identifying information for the applicant, the applicant's spouse, immediate family, or cohabitant, if applicable. This includes:
  - o US 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 US with expiration dates
  - o Permanent Resident Card (Green Card I-551)
  - o Employment Authorization Card (EAD Card I-766)
  - o US Visa
  - o I-94
  - o Unexpired Foreign Passports
- ❑ Date and place of birth, date of death, if applicable, and physical address for immediate relatives. Immediate relatives include:
  - o Mother/Stepmother/Mother-in-Law
  - o Father/Stepfather/Father-in-Law
  - o Child (including adopted/foster)/Stepchild
  - o Brother/Stepbrother/Half-brother
  - o Sister/Stepsister/Half-sister
  - o Guardian
- ❑ Full name, complete physical address, phone number, and email address for three personal references as well as for individuals who can verify the applicant at each physical address, educational activity, and employment location.

❑ Previous physical residency addresses working back 10 years. Addresses prior to the applicant's 18th birthday are not required unless the applicant must provide two years of history.

❑ Dates of attendance, diplomas/degrees(s) received, and school addresses for current/past educational activity to include high school attended. One must provide school information for the past 10 years. If the applicant did not receive a degree or diploma within this time period, he/she will be asked to list the last school attended.

❑ Dates of employment, work location(s), supervisor name, and contact information for current/past employment activity going back 10 years.

HELPFUL TIPS

- Read instructions for each section carefully.

- All sections must be completed and answered truthfully.

- Ensure all dates follow the format mm/dd/yyyy.

- Do not have any gaps in dates. For example, if time was taken off before starting a new job, list the gap in activities as unemployment.

- Avoid responses of "I do not know," "Unknown," or "Not Applicable."

- Provide complete physical addresses (PO boxes are not allowed). Physical addresses are where the applicant sets down at night and might not necessarily be one's home of record.

- Do not select the browser's **Back** button. Use the section selections on the side to go back or forward throughout the application.

- Most importantly, once the form is fully completed, save a copy.

SECTION 1 - INFORMATION ABOUT YOU

❑ The applicant must provide his/her full, legal name, including middle name. If the applicant does not have a middle name, select the **"No Middle Name (NMN)"** checkbox.

❑ The applicant must provide his/her actual date of birth. Do not check the **"estimated"** box unless the birthdate is unknown.

❑ A Social Security number must be provided. If the applicant does not have a Social Security number, he/she must reach out to the organization requesting the investigation for a pseudo Social Security number.

❑ Provide all names used to include maiden names, name changes, all married names, and aliases. If a closed adoption occurred and a new birth certificate was received, only the adoptive name is required to be listed as this is now considered a legal birth name.

   o Remember to include shortened versions of names such as "Jake" for "Jacob" or "Mike" for "Michael."

SECTION 2 - YOUR HISTORY

Where You Have Lived

Create an entry for all addresses that served as a residence or mailing address beginning with the present and working back 10 years.

❑ Temporary residences of less than 90 days are not required to be listed if the residence did not serve as a permanent mailing address.

❑ If time was split between two residences, list both residences.

❑ For military addresses, provide an APO/FPO address and complete unit information, if available.

❑ A complete physical address must be provided. A PO box is not acceptable, as this is not a physical location.

❑ For entries within the last three years, provide a verifier to validate time at the residency. Verifiers that aren't acceptable to be listed here include relatives already required to be listed and/or cohabitants.

Note: A cohabitant is someone whom the applicant shares bonds of affection, obligation, or other commitment. In other words, this is someone with whom the applicant is involved in a romantic relationship with but are not married to. A cohabitant is not a relative (parent or child) or a roommate.

Your Employment History

❑ Provide employment and unemployment activities for the requested period beginning with the present and working back 10 years.

  o There must be no gaps in dates.
    ▪ If the applicant has/had multiple jobs at the same time, dates can overlap.
    ▪ "Student" or "Retirement" are not considered employment activities.

❑ If the applicant is/was not working, provide an **unemployment entry**.
    ▪ Unemployment and employment dates cannot overlap.
    ▪ One cannot be unemployed and employed at the same time.
    ▪ One is still considered unemployed even if not receiving benefits.

Note: The National Guard or Reserve Components are to be listed as an employment entry. Do not create an unemployment entry if a member of the National Guard or Reserves and no other employment is held during that time.

❑ Military personnel should list each change of station to include deployments.

❑ List different physical locations with the same employer as separate employment entries.

❑ For remote work, list a home address as the physical work location, not the employer's mailing or physical address.

❑ List mergers/acquisitions as separate employers.

Your Education

❑ Provide all schools attended during the last 10 years.

❑ If no school was attended within the required period, provide the last school attended. If school was not attended in person, select the **"correspondence/distance/extension/online school"** option.

Former Federal Service

❑ This does not have a timeline requirement. Former federal service that occurred outside of 10 years should be included.

SECTION 3 - RELATIONSHIPS

Your Marital Status

❑ The applicant must provide his/her current **marital status**. Options include Never Married, Married, Separated, Annulled, Divorced, or Widowed.

❑ All former spouses are required to be listed, not just the most recent former spouse.

❑ Provide requested information about the spouse/former spouse.
  - o Provide the spouse/former spouse's complete name (including all previously used names and names prior to marriage).
  - o Provide the spouse/former spouse's Social Security number (if applicable).

❑ If the applicant currently lives with a cohabitant, provide all requested information.

Note: A cohabitant is someone whom the applicant shares bonds of affection, obligation, or other commitment. In other words, this is someone with whom the applicant is involved in a romantic relationship with but are not married to. A cohabitant is not a relative (parent or child) or a roommate.

People Who Know You Well

❑ These individuals should be friends, peers, colleagues, college roommates, associates, etc., who are aware of the applicant's activities outside of the workplace, school, or neighborhood.

❑ The association should cover at least the last 10 years.

❑ Do not list a spouse, former spouse, other required-to-be-listed relatives, or anyone listed elsewhere on the form.

Relatives

❑ Enter all known information on relatives. Reasonable efforts should be made to obtain date and place of birth, as well as citizenship. A list of relatives and documentation requirements for citizenship are listed in the beginning of this document.

SECTION 4 - CITIZENSHIPS

Passports

❑ Input the most current passport information, regardless of whether the passport is expired or current. The most recent expired passport is required to be inputted if a current passport is not held.

Citizenship

❑ The applicant must provide his/her **citizenship status**. Required documentation is listed in the beginning of this document.

❑ If not a US citizen, provide supporting information including document numbers. If the place of birth is not in the US, but a US citizenship is held, it must be reported how the citizenship was obtained. Any individual born outside of the US has some process of obtaining US citizenship even if born on a US military institution.

Dual Citizenship/Foreign Passport

❑ Provide the following information if dual citizenship status is/was held:

  o The country (not the US) where citizenship is/was held.
  o Dates of citizenship.
  o How the citizenship was acquired.
  o List actions to renounce citizenship, if applicable.
  o If a foreign passport is or was ever held, all current and expired foreign passports are required to be inputted.

SECTION 5 - MILITARY HISTORY

Selective Service

❑ All persons born male after December 31, 1959, are required to register with the Selective Service System.

❑ The applicant's Social Security number is not the Selective Service number.

❑ If Selective Service information is unknown, visit the Selective Service website (https://www.sss.gov/Home/Verification).

US Military

❑ Status of service changes require a new entry. For example, transitioning from Active Duty to Active Reserves and vice versa requires a separate entry.

SECTION 6 - FOREIGN ASSOCIATIONS

- ❑ Foreign travel should match what is listed in a passport. However, list all foreign travel taken, even if a stamp was not obtained during travel.

- ❑ Foreign travel should only go back seven years.
- ❑ Foreign contact questions may only request information going back seven years. Some may ask if one has ever had a foreign contact. Please read questions carefully.
    - o The applicant will be required to provide information on any questions answered Yes.

SECTION 7 - FINANCIAL RECORD

- ❑ List accounts individually. Some questions have several options and sub-questions, so one question can have multiple answers with multiple explanations. Within each selection indicated Yes, enter entries individually, versus together.
- ❑ Any past due debts should include the following information:
    - o Reason.
    - o Amounts owed.
    - o Satisfied or not.
    - o Payment plan with creditor and when the debt will be paid.
- ❑ Any filing of bankruptcy should go back seven years.
- ❑ The timeframe required will be mentioned with each question.

SECTION 8 - SUBSTANCE USE

- ❑ Questions must be answered based on period requirements. Remember that substance questions are based on federal, not state requirements.

SECTION 9 - INVESTIGATION & CRIMINAL HISTORY

- ❑ Do not list a traffic ticket under $300 unless the incident involved drugs or alcohol.
- ❑ Any felony, domestic violence, alcohol, drugs, firearms, or explosives charge is required to be listed regardless of when it occurred.
- ❑ All arrests and charged offenses within seven years must be listed. This is required even if the charges were dropped or not convicted.
- ❑ List all prior background investigations to include reinvestigations.

SECTION 10 - PSYCHOLOGICAL & EMOTIONAL HEALTH

- ❑ Read each question carefully, as it states when questions should be answered Yes or No.
- ❑ Some questions ask if the applicant has ever done something (not just in a limited period).
- ❑ For any Yes answers, provide the following:
  - o The date of occurrence or treatment.
  - o The name and address of an ordering agency or physician.
  - o The disposition.
  - o If the matter was appealed.
  - o Whether admission was voluntary or not.
  - o The diagnosis.
  - o Whether the applicant is currently receiving treatment and, if so, at which location.
- ❑ Any Yes answers require an Authorization for Release of Medical Information signature form.