

## AT A GLANCE

### DOCUMENTS YOU WILL NEED AND INFORMATION THAT MAY BE REQUIRED FOR COMPLETING FORMS SF-85 / SF-85P / SF-86

**Please note:** (for each of the three forms, the period of accountability will vary according to the level of background investigation and other reporting requirements)

#### SF-85

##### Documentation You Will Need When Completing the SF-85

- **Proofs of your citizenship**
  - US Passport (or: State Department Form 240 – Report of Birth Abroad of a Citizen of the United States; Citizenship Certificate; Naturalization Certificate; your Alien Registration Number)

##### Some Information You May Need to Have Handy

- Social Security Number
- Places you've lived, beginning with the most recent (#1) and working back 5 years
- Schools you have attended beyond Junior High School working back 5 years
- Your employment activities working back 5 years
- Contact information on three people who know you well
- Selective Service System. If you are a male born after December 31, 1959 provide your Registration Number
- Military history

#### SF-85P

##### Documentation You Will Need When Completing the SF-85P

- **Proofs of your citizenship**
  - U.S. Passport (or: State Department Form 240– Report of Birth Abroad of a Citizen of the United States; Citizenship Certificate; Naturalization Certificate)

##### Some Information You May Need to Have Handy

- Social Security Number
- Places you've lived, beginning with the most recent (#1) and working back 7 years.
- Schools you have attended beyond Junior High School, beginning with the most recent (#1) and working back 7 years
- Your employment activities, beginning with the present (#1) and working back 7 years
- Your employment record
- Contact information on three people who know you well
- Marital status (Spouse's Full Name, Date of Birth, Place of Birth, Social Security Number, Other Names Used (specify maiden name, names by other marriages, etc., and show dates used for each name), Country of Citizenship, Date Married, and Place Married)
- Identify your relatives
- Your military history; your Service/Certificate Number
- Selective service record. If you are a male born after December 31, 1959 provide your Registration Number
- Investigations record, (i.e., whether the U.S. Government ever investigated your background and/or granted you a security clearance)
- List foreign countries you have visited, except on travel under Government working back 7 years
- Police record
- Financial records



## **SF-86**

### **Documentation You Will Need When Completing the SF-86**

- **Proofs of your citizenship**
  - U.S. Passport (or: Citizenship or Naturalization Certificate)
- **If your spouse was born outside the U.S.**, indicate one type of documentation that he/she possesses (e.g., U.S. Passport, Citizenship Certificate, Alien Registration, etc.) along with the document number(s)

### **Some Information You May Need to Have Handy**

- Schools you have attended
- All of your employment & unemployment information, beginning with the present (#1) and working back 7 years (if an SSBI go back 10 years)
- Selective service record. If you are a male born after December 31, 1959 provide your Registration Number
- Your military history
- Contact information on three people who know you well
- Marital status (Current Spouse; Former Spouse(s); Cohabitant)
- Identify your relatives (their Full Name, Whether Deceased, Date of Birth, Country of Birth, Country(ies) of Citizenship, Current Address, [Street, City and State (and Country if outside the U.S.)])
- Your foreign activities and/or contacts
- Your mental & emotional health records
- Your police record
- Your use of illegal drugs or drug activity
- Your use of alcohol
- Your investigations & clearance record
- Your financial record
- Your use of information technology systems
- Any non-criminal court actions
- Your association record (clubs, professional organizations)

