**E-QIP SURVIVAL GUIDE**

**ATTENTION:** The **MORE** accurate you are in providing your information, the **QUICKER** the investigator can do their job which results in you getting to work **FASTER.**

| 1-7 | Identifying & Contact Info | **Contact Info** - List work and personal phone as well as email  
**Aliases** - Include nicknames and all used versions of full name. Ladies should remember to list their maiden name and/or any other previously married names.  
**Contact Info Addresses** - All contact information for the **entirety of this form** must include a physical address if requested. NO P.O. Box or APO/FO addresses will be acceptable.  
- Address Information: [https://www.google.com/maps](https://www.google.com/maps)  
- Area Code Lookup: [https://www.allareacodes.com/area-code-lookup/](https://www.allareacodes.com/area-code-lookup/) |
| 8-10 | Passport and citizenship | List passport information, **even if** it has expired  
For Naturalized citizen, Naturalization paperwork will be needed |
| 11 | Residential History | **Where were you physically located?** (Not home of record)  
- Deployed on ship? List the ship homeport address  
- Away at college? List the dorm, apartment or relative’s address where living during semester, **AND** where you were during breaks.  
**Residence/Employment History** Your place of residence and physical work location should always be in a similar location (or within a reasonable commuting distance). For example, do NOT list your home in Texas as your residence if at the time you were working in Kuwait. Your residence should always reflect he place you physically slept at night.  
**Verifier must have been to the residence**  
- The best verifiers are neighbors, roommates and landlords  
**No Gaps in Residence history** |
| 12 | Education | **Last 10 years:** Any and all attendance at schools  
- Regardless of whether a diploma or degree was earned  
**Outside 10 years:** Any degree or diploma  
- Regardless of level or when it was earned |
| 13 | Employment | List ALL employment  
- Beginning with the present and working back 10 full years with no breaks  
- No job is too short or insignificant to list  
**Employer Address vs Job Location** – Employer address is your company’s **headquarters office.** Unless you were/are a corporate employee, your **physical work location** would more than likely be different than your employer’s address (HQ office). Please make sure you understand this distinction. |
| 16 | People Who Know You Well | List 3 people you socialize with:
- Friends and peers
- Preferably in US
- Do not list family members
- Do not list coworkers unless you have social contact outside of work

Continued association must completely cover the last 7 years
The form allows for more entries, but only 3 are needed
The people listed here should not be listed as verifiers anywhere else in your form. |
| 17 | Marital | • Spouse (and former): provide accurate PII and up-to-date contact info
• Divorce: ensure the zip code and city of the courthouse in which the divorce was granted is accurate. (Do NOT list your ex’s homes as the courthouse address.)
• Cohabitant: list any non-spouse with whom you live in a spouse-like relationship, even if only part time |
| 18 | Relatives | • List ALL as defined: children (including foster/adopted), step-children, step and half-siblings, step-parents, parents-in-law. (Step-children from a former marriage you do not need to list)
• Living or deceased
• Relative’s that are naturalized US citizens, provide information from their naturalization documents (naturalization certificate number, date, location, date and location of entry into the US) |
| 19 | Foreign Contacts | List ALL who meet the criteria, or met the criteria within the last seven years
- This includes friends, coworkers, extended family, etc.
- Even if they have since become US citizens |
| 20a | Foreign Activities | International mutual funds are investments that are publicly traded in a U.S. exchange do NOT need to be listed |
| 20c | Foreign Travel | List all vacations in the last seven years, even day-trips to Canada or Mexico
List all work travel that is not on Official Government Business (OGB)
- OGB requires official travel orders
  - Do not list routine border crossings incidental federal employment duties (e.g., border patrol agent) |
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|      | • If stationed abroad, list all personal travel to other countries during that time period  
|      | • If the purpose of the foreign travel is listed as Visiting Family/Friends, revisit the Foreign Contacts section, and provide those contact if necessary  
|      | • Has a court or administrative agency EVER issued an order declaring you mentally incompetent?  
|      | • Has a court or administrative agency EVER ordered you to consult with a mental health professional?  
|      | • Have you EVER been hospitalized for a mental health condition?  
|      | • Have you EVER been diagnosed by a physician or other health professional (for example, a psychiatrist, psychologist, licensed clinical social worker, or nurse practitioner) with psychotic disorder, schizophrenia, schizoaffective disorder, delusional disorder, bipolar mood disorder, borderline personality disorder, or antisocial personality disorder?  
|      | (If NO to all above)  
|      | • Do you have a mental health or other health condition that substantially adversely affects your judgment, reliability, or trustworthiness even if you are not experiencing such symptoms today? |
| 22   | **Police Record** |
|      | “Charged”  
|      | • If you were charged, list it whether or not you were convicted, **even if** the charge was dismissed or reduced to a lesser offense, **even if** not prosecuted, **even if** it was expunged or sealed.  
|      | “Ever”  
|      | Felonies, drug and alcohol offenses, firearms and explosive offenses. If you were EVER charged, listed it, **even if** it happened 30 years ago, **even if** listed on a previous form, **even if** it was expunged or sealed.  
|      | **Traffic violations**  
|      | Resulting in fines of less than $300 do NOT need to be listed…**unless related to drugs or alcohol.** |
| 23   | **Drugs** |
|      | **Even if** you experimented on time, if it occurred in the last seven years, needs to be listed.  
|      | **Counseling:** Any counseling for drugs, whether illegal or misuse of prescription or over the counter medication or household products, needs to be listed.  
|      | **Legalized medicinal or recreational use of marijuana:**  
|      | • **Even if** you used marijuana “legally” based on your state of residence, federal employment follows federal law, under which the knowing and intentional simple possession of marijuana is a criminal offense. |
| 24   | **Alcohol** |
|      | **Counseling:** Any counseling for alcohol dependence or abuse needs to be listed, whether or not you have had any legal issues with alcohol. |
| 25   | **Investigations/Clearances** |
|      | All prior investigations and clearance must be listed, not just the most recent  
|      | You must list any denied, suspended, revoked clearances:  
|      | • **Ever**  
|      | • **Even if** you don’t agree with it, **even if** it was a mistake, **even if** it was mitigated and reinstated, needs to be listed. |
| 26 | **Finances** | It is highly recommended that the applicant pull their most recent credit report and review it to ensure this section is accurate and complete. If it occurred in the last seven years, needs to be listed  
- **Even if** the issue has been resolved and/or a settlement has been arranged  
- **Even if** it was the company’s mistake and you are protesting it  
- **Even if** your roommate, spouse, etc. was responsible for the debt(s), if you are named (primary, cosigner, etc).  
- Medical bills – **Even if** the insurance company was supposed to pay it and/or you are in dispute with the provider or insurer  
Applicants should bring any paperwork regarding delinquent debt with them in the interview. |
| 27 | **Information Technology** | What does all this mean?  
- From accessing and prohibited website (e.g. porn) while at school or work, bringing a cell into a SCIF, using a thumb drive when not allowed, hooking up an iPod or other devise to a computer when prohibited  
- To more serious offenses such as hacking, accessing secure sites and information without appropriate clearance, using someone else’s password or sharing yours with others, destroying or manipulating information, etc. |
| 28 | **Non-Criminal Court Activity** | “Party” to any public record in the last 10 years  
- Plaintiff, defendant, petitioner or respondent  
Small claims  
- Someone suing you or you filing a claim against some else  
- Seeing a witness in someone else’s case does NOT make you a party to the case and does NOT need to be listed |