

**SECURITY CLEARANCE SF86 FORM
SELECT "NATIONAL AGENCY CLEARANCE"**

Leave items A-P blank; they are for the use of the security office.

Item 8c/d will be filled in by the security office once they review/verify your proof of U.S. citizenship. A U.S. passport, a naturalization certificate, or a birth certificate from your state is acceptable.

THE SF86 INSTRUCTS YOU TO GO BACK 7 YEARS EXCEPT ON SOME QUESTIONS, WHICH PERTAIN TO YOUR WHOLE LIFE. THEY WILL BE LISTED AS "HAVE YOU EVER...?"

PLEASE NOTE: Item 11 starts with month/year to present. Under the employer block, list your present employer, and insert the proper code in the block. **IF YOU ARE CURRENTLY UNEMPLOYED** put down the month/year that you became unemployed to present and use code 7.

EXAMPLE: Aug 95-present/McDonalds/code 9/1212 Highway
Drive, Anywhere, VA 00000

or

Aug 95-present/code 7/no other explanation is required.

Please be sure to go back a complete 7 years including 7 years from the month in which you are completing the form. If you received the SF86 in Jan 99, go back to at least Jan 92. **DO NOT LEAVE ANY GAPS IN TIME;** a separate block must be used for every entry.

EXAMPLE: May 96-Present/Burger King/code 9
Feb 94-May 96/unemployed/code 7
Jul 93-Feb 94/ABC Car Wash/code 9
May 89-Jul 93/US Department of Agriculture, code 4

For all questions that have a yes or no answer, all yes questions **MUST** be explained—basically, who, what, when, where, or why.