

Explanation of Instructions for Completing Standard Form 85P (SF85P) Questionnaire for Public Trust Positions

Blocks 1 – 7 request information that **helps identify you.**

Questions include your Full Name, your Date of Birth, your Place of Birth, Social Security Number, Other Names Used (e.g., maiden name, name(s) by a former marriage, alias(es) or nicknames), Other Identifying Information (height, weight, hair color, eye color, gender), and Telephone Number(s).

Block 8 requests information about your **citizenship:**

Whether you are a U.S. Citizen or national by birth in the U.S. or U.S. territory/possession

- It also asks for your mother's maiden name

Whether you are a U.S. citizen not born in the U.S., in which case you will be asked to provide information about one or more of the following proofs of your citizenship:

- Naturalization Certificate
 - Where were you naturalized
 - The Court
 - City and State
 - Certificate Number
 - Month/Day/Year the Certificate was issued
- Citizenship Certificate
 - Where was the certificate issued?
 - City and State
 - Certificate Number
 - Month/Day/Year the Certificate was issued
- State Department Form 240 – Report of Birth Abroad of a Citizen of the United States
- U.S. Passport

Whether you are a dual citizen of the United States and Another Country, in which case you will be asked to provide the name of that country.

Whether you are an Alien, in which case you will be asked the Place you entered the U.S., the Date you entered the U.S., your Alien Registration Number, and the Country(ies) of Citizenship.

Block 9 asks you to list the **places you've lived**, beginning with the most recent (#1) and **working back 7 years.**

This section requires the physical location of your residence (a post office box is **not** allowed) and must be as specific as possible (e.g., do not list only your base or ship, list your barracks number or home port). Include the Street Address, City, State, and Zip Code. For any address in the last 5 years, list a person who knew you when you lived there and who preferably still lives there.

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Block 10 asks you to list the **schools you have attended** beyond Junior High School, beginning with the most recent (#1) and **working back 7 years**.

You are asked to list all College or University degrees and the dates they were received. If all of your education occurred more than 7 years ago, list your most recent education beyond high school, no matter when that education occurred.

Block 11 asks you to list **your employment activities**, beginning with the present (#1) and **working back 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.

In this section you will be asked to list your dates of employment, the Employers/Verifier's Name/Military Duty Location, Your Position Title/Military Rank, Phone Number, and Full Address, as well as the Supervisor/s Name and Street Address if different than Job Location.

The entire 7-year period must be accounted for without breaks but you need not list employments before your 16th birthday.

Codes provided in this section must be used to identify the **type of employment** described. Explanations are also provided to help applicants fill in the sections titled **Employer/Verifier Name** and **Previous Periods of Activity**.

Block 12 asks about **your employment record**.

If **over the last 7 years** you have been:

- fired from a job;
- quit a job after being told you'd be fired;
- left a job by mutual agreement following allegations of misconduct;
- left a job by mutual agreement following allegations of unsatisfactory performance;
- or left a job for other reasons under unfavorable circumstances,

you will be asked to provide the specific date of the action, the reason, the employer's name and address.

Block 13 asks you to **list three people who know you well**.

These people should live in the United States and should be good friends, peers, colleagues, college roommates, etc., whose combined association with you covers as well as possible **the last 7 years**. You should **not** list your spouse, former spouses, or other relatives, and try not to list anyone who is listed elsewhere on this form.

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Block 14 asks for your **marital status**.

If you are currently married, you will be asked your 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.

If separated, you will be asked to provide the Date of Separation, and if legally separated, Where the Record of Separation is located (City and Country). You will also be asked to provide the Address of the Current Spouse.

Block 15 asks you to **identify your relatives**.

Include their Date of Birth, Country of Birth, Country(ies) of Citizenship, Current Street Address, City and State of Living Relatives. You are asked to identify Mother, Father, Stepmother, Stepfather, Foster Parent, Child (adopted also) and Stepchild.

Block 16 asks for your **military history** (e.g., whether you served in the U.S. Military, the Periods of Service, your Service/Certificate No., whether you were an Officer or Enlisted, and your Status (active, active reserve, etc.) and Country (if your service was with other than the U.S. Armed Forces).

Block 17 asks about your **selective service record**.

If you are a male born after December 31, 1959, you will be asked whether you have registered with the Selective Service System. If you answer "yes," you will be asked to provide your Registration Number; if you answer "no," you will be asked to show the Reason for your Legal Exemption.

Block 18 asks for your **investigations record**, (i.e., whether the U.S. Government ever investigated your background and/or granted you a security clearance

Part (a) provides space to identify the investigating agency and the Month/Year of the investigation;

Part (b) asks whether you ever had a clearance or access authorization denied, suspended, or revoked, or whether you ever have been debarred from government employment. If you answer "yes" in this section, you will be asked to provide the Date of the action as well as the Name of the Department or Agency taking the action. Part (b) also notes that an administrative downgrade or termination of a security clearance is not a revocation.

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Block 19 asks you to **list foreign countries you have visited**, except on travel under Government orders, beginning with the most current (#1) and **working back 7 years**. Travel as a dependent or contractor must be listed.

Block 20 asks about your **police record** [i.e., whether **in the last 7 years**, you have been arrested for, charged with, or convicted of any offense(s)].

If you answer "yes," you are asked to explain your answer(s) in the space provided. Do **not** include anything that happened before your 16th birthday; leave out traffic fines of less than \$150.

Block 21 asks whether you have **used, possessed, supplied or manufactured illegal drugs?**

Part (a) asks whether, **in the last year**, you have illegally used any controlled substance. If you answer "yes," you are asked to provide information relating to the types of substance(s), the nature of the activity, and any other details relating to your involvement with illegal drugs. Include any treatment or counseling received;

Part (b) asks whether, **in the last 7 years**, you have been involved in the illegal activities relating to controlled or illicit drugs for your own intended profit or that of another?

Block 22 asks about your **financial records**.

Part (a) asks whether, **in the last 7 years**, you have, or a company over which you exercised some control, filed for bankruptcy, been declared bankrupt, been subject to a tax lien, or had legal judgment rendered against you for a debt? If you answer "yes," provide date of initial action and other information requested.

Part (b) asks whether you are over 180 days delinquent on any loan or financial obligation? This should include loans or obligations funded or guaranteed by the Federal government.

At the bottom of this form, you will be asked for your signature and date to certify that your answers are "true, complete, and correct to the best of your knowledge and belief and are made in good faith."

Explanation of Instructions for Completing Standard Form 85P (SF85P) Questionnaire for Public Trust Positions

Purpose of Form SF 85P

- This form is used in conducting background investigations and reinvestigations to establish that applicants or individuals currently employed by the Federal government or working for the Federal government under contract are suitable for the job and/or eligible for a public trust or sensitive position.
- Information from this form is used primarily as the basis for this investigation.
- This form is to be completed only after a conditional offer of employment has been made.

The Investigative Process

- Background investigations are conducted using your responses on this form and on your Declaration of Federal Employment (OF 306) to develop information to show whether you are reliable, trustworthy, of good conduct and character, and loyal to the United States.
- The information that you provide on this form is confirmed during the investigation.
- Your current employer must be contacted as part of the investigation, even if you have previously indicated on applications or other forms that you do not want this.
- Inquiry also is made about a person's adherence to security requirements, honesty and integrity, vulnerability to exploitation or coercion, falsification, misrepresentation, and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal.

Your Personal Interview

- Some investigations will include an interview with you as a normal part of the investigation process. This provides you the opportunity to update, clarify, and explain information on your form more completely, which often helps to complete your investigation faster. It is important that the interview be conducted as soon as possible after you are contacted.
- You will be asked to bring identification with your picture on it, such as a valid State driver's license or passport, to the interview. There are other documents you may be asked to bring to verify your identity as well. These include documentation of any legal name change, Social Security card, and/or birth certificate.
- You may also be asked to bring documents about information you provided on the form or other matters requiring specific attention. These matters include: alien registration; delinquent loans or taxes, bankruptcy, judgments, liens, or other financial obligations; agreements involving child custody or support, alimony or property settlements; arrests, convictions, probation, and/or parole.

Explanation of Instructions for Completing Standard Form 85P-S (SF85P-S) Supplemental Questionnaire for Selected Positions

This form is supplemental to SF-85P, Questionnaire for Public Trust Positions, but is used only after an offer of employment has been made and when the information it requests is job-related and justified by business necessity. The agency which gave you this form will tell you which questions to answer.

The first section (Block 1-2) requests **information to identify you** (your full name and social security number)

The second section (Block 3) is a continuation of Block 23 of SF 85P requesting information about your **use of illegal drugs and drug activity**.

The third section (Block 4) asks about **your use of alcohol** (whether, in the last 7 years, your use of alcoholic beverages resulted in any alcohol-related treatment or counseling). If you answer "yes," provide the dates of treatment and the name and address of the counselor.

The fourth section (Block 5) asked about **your medical records** (in the last 7 years, if you have consulted with a mental health professional or have you consulted with another health care provider about a mental health related condition, you are asked to provide the name and address of the therapist or doctor. You do not have to answer "yes," if you were only involved in marital, grief, or family counseling not related to violence by you.