

Explanation of Instructions for Completing Standard Form 85 (SF85) Questionnaire for Non-Sensitive Positions

Blocks 1–6 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), and Gender.

Block 7 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/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
- US 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 8 asks you to list the **places you've lived**, beginning with the most recent (#1) and **working back 5 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 AND the Name of a person who knew you when you lived there.

Block 9 asks you to list the **schools you have attended** beyond Junior High School, beginning with the most recent (#1) and **working back 5 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 5 years ago, list your most recent education beyond high school, no matter when that education occurred.

Explanation of Instructions for Completing Standard Form 85 (SF85) Questionnaire for Non-Sensitive Positions (continued)

Block 10 asks you to list **your employment activities**, beginning with the present (#1) and working **back 5 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, Phone Number, and Full Address, as well as the Supervisor/s Name and Street Address if different than Job Location.

The entire 5-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 11 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 5 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.

Block 12 asks for 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. Your Registration Number can be found through the Selective Service website at www.sss.gov.

Block 13 asks for your **military history**.

Block 14 asks whether you have **used, possessed, supplied or manufactured illegal drugs**.

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.

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 85 (SF85) Questionnaire for Non-Sensitive Positions

Preliminary Information:

- Follow instructions fully or the form cannot be processed
- You must sign and date the certification statement on Page 5
- You must sign and date the release on Page 6
- Giving the information asked for on this form is voluntary; however, failure to provide all of the requested information may result in an incomplete investigation, which could (negatively) affect the individual's placement or employment prospects.

Purpose of Form SF 85

- This form is used in conducting the most basic background investigations 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.
- Information from this form is used primarily as the basis for this investigation.
- For new employees this form is to be completed only after a conditional offer of employment has been made.