

Questionnaire for Non-Sensitive Positions (Standard Form 85) *Also known as “e-QIP”*

In order to have access to this online system, we must have your complete name (first, middle, and last), date of birth, place of birth (city, state, county, and country), and social security number. Please make sure you send this information to Romel Hill and Elizabeth Ferraro (Romel.Hill@usdoj.gov and Elizabeth.Ferraro@usdoj.gov).



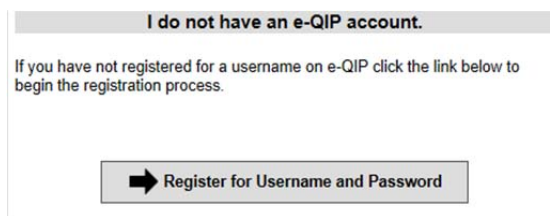
Once access has been granted, please go to <http://www.opm.gov/e-QIP/> and click “**Enter e-QIP Applicant Site.**”

Initially, please review the “Quick Reference Guide for the Applicant” and the “Frequently Asked Questions about E-QIP.” You may need to set up your personal computer as shown in the Web Browser Requirements and Getting Started sections of the “Quick Reference Guide” before completing the form online.

THE SITE IS MOST RESPONSIVE WITH INTERNET EXPLORER. THE E-QIP APPLICATION WILL NOT WORK FOR GOOGLE CHROME, MOZILLA FIREFOX, OR SIMILAR WEB BROWSERS.

Quick Reference Guide for E-QIP: <http://www.opm.gov/E-QIP/reference.asp>

Frequently Asked Questions about e-QIP: <http://www.opm.gov/E-QIP/faq.asp>



If you received an email from the office granting you access, please click the “**Register for Username and Password**” button. You will click this button even if you have previously used e-QIP system before this internship.

As you first get into the system, you will be asked a series of general questions and then asked to provide 3 “Golden Questions”- be sure to remember these as this will give you continued access to your individual form. **You should retain this information and refer to it when accessing the E-QIP web site.**

Carefully follow the on-screen instructions and remember the information you provide will be used by investigators to conduct your security clearance.

ENTERING THE E-QIP APPLICATION FOR THE FIRST TIME

Important guidelines to help complete the E-QIP application accurately:

- **Section 7A** If you select “I am a U.S. citizen, but I was NOT born in the U.S.” you will need to fill out items b, c, and d. For part C, please include your passport information.
- **Section 7D** (regarding dual citizenship) If this does not apply to you, please indicate so with “N/A”.
- **Section 8: Where you Have Lived** Please provide information for the last five years with all blocks completely filled out in chronological order (latest first) with accurate and up-to-date names, dates, addresses, and telephone numbers. Please note that you cannot have 2 addresses in one period. Each individual address must have a *Person Who Knew You*.
 - You must have lived in the United States for three of the last five years. If this is not the case, please contact us at (718) 254-6191.
 - If you attended school away from home within the past 5 years, you must indicate all addresses under the Residency Section.
 - If you lived abroad, you must enter this information as a separate entry

Acceptable entries for Section 8: Where you Have Lived

Entry	Dates	Where you Have Lived	
1	08/2013-Present	Boston, Massachusetts	Current address
2	05/2013-08/2013	Washington, DC	Internship
3	08/2012-05/2013	Boston, Massachusetts	Attended Law School
4	05/2012-08/2012	New York, New York	Lived at parents’ home
5	12/2011-05/2012	Philadelphia, Pennsylvania	Senior Year of College
6	08/2011-12/2011	Florence, Italy	Studied abroad during this time. Please note the dates returned overlaps in December.
7	05/2011-08/2011	Montpelier, Vermont	Lived at Grandparent’s summer home
8	08/2010-05/2011	Philadelphia, Pennsylvania	Junior Year of College
9	05/2010-08/2010	New York, New York	Lived at parent’s home
10	08/2009-05/2010	Philadelphia, Pennsylvania	Sophomore Year of College

- **Section 9: Where You Went To School** Indicate your current law school and school(s) you've attended within the last 5 years. Your current school should be listed first.
 - Please make sure all graduation dates match your resume. Specify the month of graduation as it appears on your resume.
 - Do not include your High School in this section unless you attended within the past 5 years.
- **Section 10: Your Employment Activities** please provide all paid jobs and internships within 5 years in chronological order (latest first).
 - You must not leave any gaps of time in the Five year periods required. If you were a student during any time during the 5 years and were not employed you will list that period of time as "unemployed." **Attending law school is not a form of employment.** To verify periods of unemployment, you are permitted to list a relative or a friend as a verifier. Do not use your law school as a verifier.
 - Be sure that the start and end dates between employment and unemployment **DO NOT** overlap within the month. (For example, you may have worked from August 20th, 2010 to December 15th, 2010 for a *Magistrate Judge, US District Court, SDNY* and were unemployed from December 16, 2010-April 2013. Your period of unemployment will not begin December but must be January).

○ You are allowed to overlap months of employment. For example, you could have worked at TGI Fridays from November–December 2013 and may have had an internship at a law office from August 2013-Present. This is acceptable.

○ You may have purposefully left out non-legal employment activities on your resume but indicated otherwise on your e-QIP application. Please make sure that all employment on your e-QIP application matches your resume, and that titles/positions match exactly as written.

Acceptable entries for Section 10: Your Employment Activities

Entry	Dates	Your Employment Activities
1	08/2013-Present	<i>Smith and Rockfield LL</i>
2	11/2013-12/2013	<i>TGI Fridays</i>
3	05/2013-08/2013	<i>Department of Justice, Civil Rights Division</i>
4	01/2011-04/2013	<i>Unemployment</i>
5	08/2010-12/2010	<i>Magistrate Judge, US District Court, SDNY</i>
6	06/2010-08/2010	<i>Department of Investigation of the City of New York</i>
7	02/2010-07/2010	<i>Legal Aid Society-Health Care Unit</i>
8	01/2009-01/2010	<i>Unemployment</i>

- **Section 11: People Who Know You Well** Each person needs a complete and valid address and contact number. The combination of time each person has known you should equal 5 years.
- **Section 12: Your Selective Service Record** If you are a male born after December 31, 1959, please provide your Selective Service Registration Number. If you do not know this information, use the link below: <https://www.sss.gov/RegVer/wfVerification.aspx>. Only give an explanation under the “Legal Exemption Explanation” box if it applies to you.

Once you release the e-QIP to our office, you will be asked to print the signature pages. These must be signed by you and emailed to us.

UPDATING THE E-QIP APPLICATION

If you have previously used the e-QIP application for other employments and/or internships, your entries remained in the system. For this internship, you will update any new information, such as any new addresses, schools, or employments from the last time you entered the system. Please review the application and delete any entries that do not fall within the 5 year period.

MAKING CORRECTIONS TO THE E-QIP APPLICATION

If you are requested to make any changes to the e-QIP application, you will be using the same username and password. Please enter your information under **“I already have an e-QIP account.”**



The screenshot shows a login form with the following elements:

- A header bar with the text "I already have an e-QIP account."
- Instructions: "Enter your username and password, then click the 'Submit' button to continue. If you do not remember your password click 'Forgot Password'. If you do not remember your username contact your sponsoring agency."
- Username input field.
- Password input field.
- A checkbox labeled "Change My Password (after login)".
- A link labeled "Forgot Password".
- A "Submit" button.

If you do not remember your password, **DO NOT GUESS**. The e-QIP will lock your account. Please click on the 'Forgot Password' link and type in the answers for the three golden questions you entered at the start of your application.

You will be asked to print a new set of signature pages that will pertain to this request. These must be signed by you and emailed to us.

A hardcopy version of the SF-85 can be downloaded from this link, http://www.opm.gov/forms/pdf_fill/SF85.pdf but please note the form must be completed in e-QIP only. However, you can familiarize yourself with the questions that you must complete in e-QIP by looking at the hard copy of the SF 85.

If you have any questions regarding this application, you can contact our office at (718) 254-6191 for Romel Hill or (718) 254-6214 for Elizabeth Ferraro. We will be available to help you Monday-Friday 9:00am-5:30pm with any concerns you may have.