

Grand Jury Court Reporters (GJCR) Checklist

(Initial)

- 1) Waiver Request Memo (page 2)
- 2) SF 85p+85p-s (EQIP) - Minimal Background Investigation (MBI)
- 3) EQIP Signature Pages (must be completely filled out, signed and dated)
- 4) Fingerprint results or 2 Fingerprint cards (Please do not submit to FBI- send to EOUSA)
- 5) DOJ-555
- 6) Standards of Conduct Form
- 7) Foreign National Relative Associates Form
- 8) Loyalty Form
- 9) Employment Vouchers (2 if current employment is **less than 2 years** or 1 if current employment is **2 years or more**)
- 10) OF 306 (page 5)
- 11) Statement of Work
- 12) Copy of the Contract

(Reinvestigations)

- 1) Reinvestigation Request Memo (page 3)
- 2) SF 85p+85p-s (EQIP)- Minimal Background Investigation (MBI)
- 3) EQIP Signature Pages (must be completely filled out, signed and dated)
- 4) Fingerprints results or 2 fingerprint cards (please do not submit to FBI- send to EOUSA)
- 5) DOJ-555 (Signed and dated) (page 4)
- 6) Standards of Conduct Form
- 7) Foreign National Relative Associates Form
- 8) Loyalty Form
- 9) OF 306 (page 5)
- 10) Statement of Work

(Please note that if our office doesn't have a current copy of the contact it will be requested from your office)

Please don't do Name checks these are no longer needed by our office.