

Questionnaire for Non-Sensitive Positions (Standard Form 85P+85P-S)

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 Julia Santos (Julia.Santos@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>

I do not have an e-QIP account.

If you have not registered for a username on e-QIP click the link below to begin the registration process.

A rectangular button with a light gray background and a dark gray border. On the left side, there is a small dark gray arrow pointing to the right. To the right of the arrow, the text "Register for Username and Password" is written in a dark gray font.

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:

If you have previously completed an SF-85P-P-S, you will need to update any entries and add additional Sections as necessary.

- **Section 1-6** Your Identifying Information
- **Section 7** Telephone Numbers
- **Section 8A** 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 8D** (regarding dual citizenship) If this does not apply to you, please indicate so with “N/A”.
- **Section 9: Where you Have Lived** Please provide information for the last seven 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 7 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
11	06/2009-08/2009	Tokyo, Japan	Studied abroad during this time. Please note the dates returned overlaps in August.
12	08/2008-05/2009	Philadelphia, Pennsylvania	Freshman Year of College
13	05/2001-08/2008	New York, New York	Living at parents' home

- **Section 10: Where You Went To School** Indicate your current law school and school(s) you've attended within the last 7 years. A person who knew you is necessary to verify each school. 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.
- **Section 11: Your Employment Activities** please provide all paid jobs and internships within years in chronological order (latest first).

- You must not leave any gaps of time in the Seven year periods required. If you were a student during any time during the 7 years and were not employed you will list that period of time as "unemployed." **Attending school/being a student 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 may currently be employed at TGI Fridays since January 2014 and may have had an internship at a law office from May 2014-August 2014.
- **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	01/2014-Present	<i>TGI Fridays</i>
2	05/2014-08/2014	<i>Magistrate Judge, US District Court, Massachusetts</i>
3	11/2013-12/2013	<i>Smith and Rockfield LL</i>
4	05/2013-08/2013	<i>Department of Justice, Civil Rights Division</i>
5	01/2011-04/2013	<i>Unemployment</i>
6	08/2010-12/2010	<i>Magistrate Judge, US District Court, SDNY</i>
7	06/2010-08/2010	<i>Department of Investigation of the City of New York</i>
8	02/2010-07/2010	<i>Legal Aid Society-Health Care Unit</i>
9	01/2009-01/2010	<i>Unemployment</i>
10	01/2007-12/2008	<i>Library Assistant</i>

- **Section 12: Your Employment Record** An explanation is needed if you answered yes to any of these questions, and a separate typed up letter is necessary to submit with this form.
- **Section 13: 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 7 years.
- **Section 14: Your Marital Status**
- **Section 15: Your Relatives**
- **Section 16: Your Military History**
- **Section 17: 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> or call (847) 688-6888. Only give an explanation under the "Legal Exemption Explanation" box if it applies to you.

- **Section 18: Your Investigations Record** Please enter each clearance you were granted for a Federal internship. If necessary, contact your employer’s office in order to receive the month/ year.
- **Section 19: Foreign Countries You Have Visited**

If you answered ‘Yes’ to the remaining sections, please contact our office immediately to obtain more information:

- **Section 20: Your Police Record**
- **Section 21: Illegal Drugs**
- **Section 22: Your Financial Record**
- **Section 23: Your Use of Illegal Drugs and Drug Activity**
- **Section 24: Your Use of Alcohol**
- **Section 25: Your Medical Record**

Please make sure you electronically sign your e-QIP and fully release the e-QIP application to our office.

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 7 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.**”

I already have an e-QIP account.

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

Password

Change My Password (after login)

[Forgot Password](#)

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-P-P+S 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 85P+85P-S.

If you have any questions regarding this application, you can contact our office at (718) 254-7998 for Julia Santos. I will be available to help you Monday-Friday 9:30am-6:00pm with any concerns you may have.