

Application Documents Checklist

Put a check in the box to the left for each document you are submitting with your application Package.

	eQip - Electronic Security Questionnaire - Archival Copy (Required) <i>* Please read all directions carefully and submit form completed.</i>
	Signature forms from eQip. (Required) <i>* Please sign, date and fill in all requested information.</i>
	Form OF-306 Declaration of Federal Employment (Required) <i>* Please sign on line labeled "Applicant".</i>
	Form OF-612 Application for Federal Employment and/or Resume (Required)
	Certification for Non-Sensitive Positions (Required)
	Form OFI-36 Additional Data for Single Scope Background Investigations (if applicable)
	Foreign National Relatives or Associates Form (if applicable)
	Loyalty Statement/Foreign Born Associates Statement (if applicable)
	Relinquish Statement for Dual Citizenship Form (if applicable)
	Volunteer Agreement Form (Required) <i>*Required to have signed by school and applicant.</i>
	Copy of Birth Certificate with Photo ID or copy of a valid Passport (Required)
	Verification of Student Enrollment Form (Required) (Stipulation of Understanding) <i>*Required to have signed by school and applicant.</i>
	OARM-9A Form (Required)
	3 Fingerprint Cards (all 3 Required) <i>* Please have fingerprints taken by an official.</i>
	Form DOJ-555 Disclosure of Authorization pertaining to Consumer Reports (Required)
	I-9 Employment Verification Form (Required)
	Assignment Preference Sheet (Required)
	Current College Transcript (Required)
	SF-181 Race and National Origin Identification (Required)
	Form SF-256 Self-Identification of Handicap (Required)
	Statement regarding any derogatory information (if applicable)