



## **Security Waiver Request Check List**

- ☐ Security Waiver Request Memorandum
- ☐ Copy of the Contract/BPA or Work Order (for new contracts only)
- ☐ Statement of Work (S.O.W.)
- ☐ Employment Vouchers
  - ☐ **2** if most recent employment is less than two years
  - ☐ **1** if the most recent employment is more than two years
- ☐ Copy of the SF85 or SF85P+PS
- ☐ Hard Copies of the Finger Print Cards (FD 258) and/or Finger Print Results from the District
- ☐ DOJ-555
- ☐ Standards of Conduct Form
- ☐ Credit Report
- ☐ OF 306
- ☐ Signed and dated Signature Pages (SF85-NACI, SF85P+PS-MBI or BI)
  - SF85:** Rel (General Release Page) and Cer (Certification Page)
  - SF85P+PS:** Rel, Cer and Mel (Medical Release Page)
- ☐ Loyalty/Allegiance Statement (If applicable)
- ☐ Foreign National and Associates Form (If applicable)
- ☐ Any supporting documentation to mitigate any derogatory information- Example: Financial-receipts, letters from company, Criminal- Court dispositions, Naturalized U.S. Citizenship or Permanent Resident documentation. (If applicable)
- ☐ Letter of Support from DOSM, Assistant Director, Administrative Officer or US Attorney. (If applicable)
- ☐ Letter of Explanation from the Contract Employee (If applicable)
- ☐ Completed Contractor Check List (preferred but optional)