



e-QIP Preparation

During the hiring process, you will complete a national security background investigation Standard Form-86, using the Electronic Questionnaires for Investigations Processing (e-QIP) system. Completing this form during the hiring event requires that you bring the information provided on this flyer.

Documents/Information Needed to Complete Your e-QIP:

Personal Information:

- Citizenship documentation/ proof of citizenship (birth certificate, certificate of naturalization, or alien registration number).
- Passport (expired or current)

Residential History:

- Addresses for the past ten years (or, if under 28 years old, then back to your 18th birthday)
- People who are not family members that can confirm where you've lived for the past 3 years. Have their full name, address and phone number.

Education History:

- If you've attended school in the past 10 years, then have the dates of attendance, name and address of school, and dates if/when diplomas/degrees were awarded.
- If you received a degree/diploma over 10 years ago, then have the type of degree/diploma and date received.

Employment History:

- Current and previous work information for the past ten years:
 - Job title, Dates of employment, Full Work Location Address and Telephone Number
 - Supervisor information for each job including name, job title, address and phone number.

Selective Service Number:

- This is your number with the Selective Service System reflecting that you've registered. It is required of all men who lived in the U.S. at any time between the ages of 18-26 regardless of whether you were a U.S. Citizen at the time. This information can be obtained at www.sss.gov or by calling 1-847-688-6888.

References and Information About Relatives:

- Three personal references other than family members. One reference has to have known you for at least seven years.
 - Full name, Address, Telephone Number
- Spouse and/or Former Spouse, Family Member and Relatives Information. (Mother, father, stepmother, stepfather, foster parent, children, stepchildren, brother, sister, step-brother, stepsister, half-brother, half-sister, father-in-law, mother-in-law, guardian):
 - Name
 - Date of birth
 - Place of birth
 - Mother's maiden name
 - Other names used by family
 - Current Address
 - Citizenship Information. Alien registration number, naturalized citizenship certificate number, FS-240 etc.

Foreign Activities:

- Foreign contacts
- Foreign travel information (dates and locations)

Criminal Record

- If applicable bring information on your criminal background

Financial Record for delinquent accounts, judgments, liens, and or federal debt:

- Type of debt
- Account numbers
- Amount of debt



For more information, visit jobs.tsa.gov/tso

The SF-86 Form (National Security Positions Standard Form 86 or the electronic form, e86) is a form to be completed for conducting Background Investigations (BI) of applicants for National Security "Sensitive" Positions such as the Transportation Security Officer (TSO).

eQIP (Electronic Questionnaires for Investigations Processing) is a web-based automated system that is used for processing background investigations. All TSO candidates are required to complete their-86 form in the eQIP system in a timely manner.