

DCSA is committed to increasing the efficiency of the security clearance investigation process.

# STANDARD FORM-86

## HOW TO FILL OUT THE SF-86

The Standard Form 86 “Questionnaire for National Security Positions” (SF-86) is a background investigation form you need to fill out for a security clearance. The information provided on this form is used to determine whether you are reliable, trustworthy, of good conduct and character, and loyal to the U.S.

#	SECTION
1-7	IDENTIFYING & CONTACT INFORMATION
8-10	PASSPORT AND CITIZENSHIP
11	RESIDENTIAL HISTORY
12	EDUCATION
13	EMPLOYMENT
14	SELECTIVE SERVICE RECORD
15	MILITARY HISTORY
16	PEOPLE WHO KNOW YOU WELL
17	MARITAL/RELATIONSHIP STATUS
18	RELATIVES
19	FOREIGN CONTACTS
20A	FOREIGN ACTIVITIES
20C	FOREIGN TRAVEL
21	PSYCHOLOGICAL & EMOTIONAL HEALTH
22	POLICE RECORDS
23	DRUG ACTIVITY
24	USE OF ALCOHOL
25	INVESTIGATIONS/CLEARANCES
26	FINANCES
27	USE OF INFORMATION TECHNOLOGY
28	NON-CRIMINAL COURT ACTIVITY

### TIPS FOR FILLING OUT THE FORM



**Remove Gaps.** Ensure there are no gaps in history or missing identifying data in your questionnaire.



**Update or Delete Old Information.** If you’ve previously completed a background investigation questionnaire (like the SF-85), make sure the information in the system is updated by deleting any old or irrelevant entries.



**Be Honest:** Do not omit information, such as illegal drug activity or arrests. It’s always better to be honest and provide truthful answers than misleading information.

### KEY TIMEFRAMES

Some questions can reach back up to seven or 10 years, while others are “have you EVER” questions.



**Residential History:** List the addresses of your past and present residences going back **10 years**.



**Employment:** List past employment information going back **10 years**.



**Education:** List educational institutions and dates of your attendance going back **10 years**. Do not include certificate programs or military training. List any degrees/diplomas earned more than 10 years ago.



**People Who Know You Well:** List contact information for three personal references going back **seven years**.

**Questions?** Contact your security manager, facility security officer, recruiter, or HR office. For more information go to: <https://www.dcsa.mil/mc/pv/>

Not sure if something should be listed?  
**When in doubt, fill it out.**

