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

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

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.

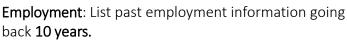
KEY TIMEFRAMES

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



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Residential History: List the addresses of your past and present residences 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.



Not sure if something should be listed?

When in doubt, fill it out.



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY