Date:_____

SECURITY CLEARANCE (E-QIP) PROCESSING

Please complete this form and forward it to Ms. Luz Adriana Navarro in the Human Resources Office, who will be the POC for security clearance process. Ms. Navarro's e-mail address is: NavarroLA@state.gov and her office telephone number is: 275-3862.

1. Full name: _____ _____ _____ _____
   Last name Middle/Initial First name Suffix
2. Date of Birth: _____ _____ _____
   Month Day Year
3. City, State and Country of birth: _____ _____ _____
   City State Country
4. Social Security Number:_____
5. E-mail address: _____
6. Home phone number: _____
7. Clearance level needed for position: _____
8. Position Title: _____
9. Do you currently hold a valid DOS security clearance and at what level? TS or Secret?
10. If so, date of issuance?_____

Appointment will be handled by: _____

For Use by HR Office only:

Requester _____

Action	Date	Remarks
Investigation Request No.		
Date of Release from this Agency		
Security Forms package sent to DS by FeDEX		
DS Notification		