

New-Hire SF-86 Prep Checklist

Gather these before you open eApp. Use month and year for every date.

Have Ready

- ☐ Your eApp invitation link from the security office
- ☐ Passport book or card, and citizenship documents if born abroad or naturalized
- ☐ Details of any prior background investigation or clearance

Where You Have Lived (Section 11)

- ☐ Every address for the last 10 years, by month and year, no gaps
- ☐ A person who knew you at each address in the last 3 years
- ☐ Military housing and APO/FPO addresses, if any

Where You Have Worked (Section 13)

- ☐ Every job, military period, self-employment, and unemployment for 10 years
- ☐ Supervisor name and contact for each job
- ☐ Reasons for leaving, where the form asks

People and Places

- ☐ Three references who know you well, not relatives; ask them first
- ☐ Relatives' full names, birth dates and places, and citizenship
- ☐ Foreign travel dates and countries; close foreign contacts

Records to Check

- ☐ A recent credit report; note any past-due debts or payment plans
- ☐ Police and court records, even if dismissed or sealed
- ☐ Schools for the last 10 years and your highest degree

Good to Know

Be complete and honest; leaving things out usually matters more than the original issue. If a question is unclear, ask your security office instead of guessing. Never enter classified information. Plan several sittings and save often.

Your Security Office Contact

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