



Subject Interview Prep Checklist

A one-page prep sheet for the background investigation subject interview. The goal is a truthful, complete account that matches your form.

Answer from your own memory and records. If you don't remember, say so and offer to follow up. If something on your form is wrong, tell the investigator and your FSO. Never bring classified information or write Social Security numbers on this sheet.

What to Bring

- ☐ Photo ID, such as a valid state driver's license
- ☐ Your archival copy of the SF-86, re-read the day before
- ☐ Records for anything you listed: court papers, payment letters, DD-214, travel dates
- ☐ Anything the investigator asked you to bring

Topic Areas to Review

- ☐ Section 11: Where You Have Lived
- ☐ Section 12: Where You Went to School
- ☐ Section 13: Employment Activities
- ☐ Section 15: Military History
- ☐ Section 17: Marital and Relationship Status
- ☐ Section 18: Relatives
- ☐ Section 19: Foreign Contacts
- ☐ Section 20: Foreign Activities and Travel
- ☐ Section 22: Police Record
- ☐ Section 23: Illegal Use of Drugs
- ☐ Section 24: Use of Alcohol
- ☐ Section 26: Financial Record
- ☐ Section 27: Use of Information Technology
- ☐ General: Anything Else

Review Your Answers Against Your Form

- ☐ Do the dates I gave match the dates on my form?
- ☐ Do the names, places, and amounts match my form and my records?
- ☐ If something differs, did I say so clearly and explain why?
- ☐ Did I say "I don't remember" instead of guessing, and offer to follow up?
- ☐ Did I note anything I need to correct or send the investigator afterward?

Corrections and Follow-Ups

Section	What to correct or send	Done

Sources: DCSA, Investigations and Clearance Process and Guide for the SF-86 (dcsa.mil). ClearanceTrail is an independent company. Not affiliated with any government agency. Not legal advice; this checklist does not predict or affect any clearance decision. Free guide: clearancetrail.com/guides/sf-86-subject-interview-prep. Version 2026.10.