



Digitally Sign Your Security Forms

After completing Standard Form 85 or 85P, you must certify that your answers are true and release your investigative information to the Environmental Protection Agency (EPA).

1. In the “Validate, Review, and Certify” section, click the **Yes** check box.
2. Click the **Begin Request Certification Process** button.
3. A pop-up appears alerting you that document generation may take 20 to 30 seconds. Click **OK** and wait until the next screen appears.

4. To agree to sign your form digitally, click the **Yes** check box and then click **Continue**.

Note: If you click “No,” you must print and sign these documents. They you’ll need to scan and upload these pages into e-QIP (see Steps 14-18 in this document). To fax or mail these documents, refer to [Important Instructions for Completing Security Forms](#).



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5. To view your Certification Page for signature, type your **e-QIP password** and click **Continue**. (If you have forgotten your password, call (202) 564-7912.)

6. If your information is ready to submit to the EPA, go to Step 7.

If you'd like to review the data you provided for accuracy, click the **Display the Archival Copy of this Investigation Request for Final Review** link. (A copy of the information you entered into e-QIP opens in a new browser window/tab. This version is for review; you will be presented with a final copy for your records later in this process.)

- If you need to edit your information, return to the other browser window/tab and click the "Edit Your Data" button, navigate to the correct section of the form, and update the information. (If you need to edit information, begin these instructions at Step 1 again.)



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- When you are ready to certify that your answers are true, click the **Click Here to Sign** button within the signature block of your Certification page.

Questionnaire for National Security Positions (SF86 Format)
OMB No. 3206-0005

Certification

My statements on this form, and on any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I have carefully read the foregoing instructions to complete this form. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). I understand that intentionally withholding, misrepresenting, or falsifying information may have a negative effect on my security clearance, employment prospects, or job status, up to and including denial or revocation of my security clearance, or my removal and debarment from Federal service.

Signature (Sign in ink)	Click Here to Sign	Date (mm/dd/yyyy) 05/23/2014
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- To retain a copy of this digitally signed Certification page, click the **Download Click-to-Sign Receipt** link. A copy of your digitally signed Certification page appears in another browser window/tab. Save it as you wish. (This is the only opportunity you will have to save or print a copy of the Certification page.)

Click **Continue**.

Return To Menu • Logout Electronic Signature Forms
Print Click-to-Sign Form OMB No. 3206-0005

Print and/or save the Click-to-Sign receipt for this signature form by clicking on the link below. Click 'Continue' when finished.

[Download Click-to-Sign Receipt](#)

- Enter your **e-QIP password** again to view and sign your “General Release” form.

Click **Continue**.

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Enter your password, then click the "Continue" button.

Enter Password:



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10. The “General Release” form appears. When you are ready to sign, click the **Click Here to Sign** button within the signature block.

I Authorize the information to be used to conduct officially sanctioned and approved personnel security-related studies and analyses, which will be maintained in accordance with the Privacy Act.

Photocopies of this authorization with my signature are valid. This authorization shall remain in effect so long as I remain employed in a sensitive position requiring eligibility for access to classified information.

Signature (Sign in ink) Click Here to Sign		Full name (Type or print legibly) mark price		Date signed (mm/dd/yyyy) 05/23/2014		
Other names used			Date of birth 01/01/1980		Social Security Number 999-99-2525	
Current street address 1 elm		Apt.#	City (Country) boyers	S tate PA	Zip Code 16018	Home telephone number 555555555

11. To retain a copy of this digitally signed General Release page, click the **Download Click-to-Sign Receipt** link. A copy of your digitally signed release page appears in another browser window/tab. Save it as you wish. (This is the only opportunity you will have to save or print a copy of the Release page.)

Click **Continue**.

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Print and/or save the Click-to-Sign receipt for this signature form by clicking on the link below. Click 'Continue' when finished.

[Download Click-to-Sign Receipt](#)

[Continue](#)



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12. When you have signed all applicable forms, you will receive instructions for releasing this information to your sponsoring agency. You must complete the following steps so the EPA can process your investigation.

Click **Next**.

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Step 1 of 4: Instruction for Signature Pages, Attachments, and Archival Copy

NOT COMPLETING THE FOLLOWING TASKS WILL DELAY PROCESSING OF YOUR INVESTIGATION REQUEST

- Carefully follow the instructions provided on the following screens in the order displayed.
- If you are unable to complete the following steps at this time (e.g. if you do not have access to a printer at your computer), you **MUST** return to e-QIP at a later time to complete the remaining steps.
- Contact your agency if you need assistance with printing, uploading, and/or faxing these documents.

13. This screen gives you the opportunity to view, save and/or print an archival copy of your investigative information. It is recommended that you save or print a version for your own records.

Click the **Display the Archival Copy of this Investigation Request for Printing** link to view and then save or print your archival copy.

Click **Next**.

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Step 2 of 4: Archival Copy

You have certified to the completeness and accuracy of the information in your Investigation Request, e-QIP has generated a printable archival copy of the information you provided. You are strongly advised to print a copy for your records. Properly dispose of any working copies that you may have printed while editing and reviewing your information, as those are not considered official. You will need Adobe Acrobat Reader or Adobe Acrobat to view the archival copy. Click [Help](#) for more information.

Click the link below to display the archival copy, and then print a copy to retain for your records.

- [Display the Archival Copy of this Investigation Request for Printing](#)



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14. The pages that you digitally signed are automatically attached to your Investigations Request. To attach additional documents, described in Step 2 of the email you received from the EPA Personnel Security Branch, click **Yes**.

Then click **Next**.

Step 3 of 4: Attachments Summary

Use the following methods for attachments for your Investigation Request:

- **Upload File:** Upload to e-QIP Directly - scan and electronically upload directly to your e-QIP request (must be done before releasing the request)
- **Direct Fax:** Fax Attachment to e-QIP Directly - print a cover sheet and fax to the telephone number listed on the cover sheet (must be done before releasing the request)
- **Expected:** Regular Fax, Mail, or Other - if not using one of the two methods above, indicate how you plan to send each attachment

Directly Attached / Expected Attachments

The following documents and/or files have been associated with your Investigation Request.

#	Name/Description (File Name)	Pages	Method	Action
1.	Certification Signature Form (e-QIP_Request_80313_CER_Receipt.pdf)		Click-To-Sign (View)	-
2.	Fair Credit Reporting Disclosure and Authorization Signature Form (e-QIP_Request_80313_fcr_Receipt.pdf)		Click-To-Sign (View)	-
3.	General Release Signature Form (e-QIP_Request_80313_REL_Receipt.pdf)		Click-To-Sign (View)	-
4.	Medical Release Signature Form (e-QIP_Request_80313_MEL_Receipt.pdf)		Click-To-Sign (View)	-

Question

	Yes	No
Do you have an additional document and/or file that you would like to associate with this request?	<input type="radio"/>	<input type="radio"/>

15. Click **Upload File**.

Click **Next**.

Specify method to be used to provide your attachment?

Upload File	Direct Fax	Expected
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Follow instructions to **upload files** from your computer.

Upload File to e-QIP Directly

NOTE: Certification, General Release and Medical Release forms must be attached separately as single page documents. Items such as a resume or OF 612 can be uploaded as multi-page documents. [Help](#)

Uploaded Attachment (TIFF, PDF, or PNG files only) No file chosen

Description:



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17. When you've uploaded all of the additional documents requested, click the **Return to Attachments Summary** button.

Uploaded Files

The following documents and/or files have been associated with your Investigation Request.

#	Name/Description (File Name)	Action
1.	DSCER Certification (e-QIP_Request_73482_CER_Receipt.pdf)	Delete
2.	DSFCR Fair Credit Reporting Disclosure and Authorization (e-QIP_Request_73482_fcr_Receipt.pdf)	Delete

Return to Attachments Summary

18. If you have no other documents to upload, click **No**.
Then click **Next**.

Directly Attached / Expected Attachments

The following documents and/or files have been associated with your Investigation Request.

#	Name/Description (File Name)	Pages	Method	Action
1.	Certification Signature Form (e-QIP_Request_80313_CER_Receipt.pdf)		Click-To-Sign (View)	-
2.	Fair Credit Reporting Disclosure and Authorization Signature Form (e-QIP_Request_80313_fcr_Receipt.pdf)		Click-To-Sign (View)	-
3.	General Release Signature Form (e-QIP_Request_80313_REL_Receipt.pdf)		Click-To-Sign (View)	-
4.	Medical Release Signature Form (e-QIP_Request_80313_MEL_Receipt.pdf)		Click-To-Sign (View)	-

Refresh

Question

Question	Yes	No
Do you have an additional document and/or file that you would like to associate with this request?	<input type="radio"/>	<input checked="" type="radio"/>

Back **Next**



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19. Click the **Release Request / Transmit to Agency** button.

A pop-up box appears. Click **OK**.

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Step 4 of 4: Release Request to Agency

IMPORTANT: YOUR BACKGROUND INVESTIGATION CANNOT START UNTIL YOUR AGENCY RECEIVES ALL REQUIRED SIGNED SIGNATURE FORMS.

When you have completed the previous steps, you may release your Investigation Request for processing. Performing this step will electronically transmit your Investigation Request to the agency requesting your investigation, and you will no longer have online access to it for printing, review, or directly adding attachments.

After you complete the previous step, click this button to release and transmit your Investigation Request to the requesting agency.

Back Release Request/Transmit to Agency

e-QIP 3.06.02

Message from webpage

Your background investigation cannot start until your agency receives your signed Signature Forms. Please be sure to provide the forms to your agency.

Are you sure you want to release your Investigation Request?

Click 'OK' to release your Investigation Request;
otherwise, click 'Cancel.'

OK Cancel

20. Your investigation has been released to the EPA. We will contact you if additional information is needed.

Help OMB No. 3206-0005

Your Investigation Request has been released for processing. This completes the online portion of your submission. If you have not electronically attached all required signature forms, submit the signature forms that you printed to the office requesting your investigation.

For your privacy, close this window when you finish.