

**E-QIP Initiate
Necessary Information**

Full Name _____

SSN _____

Date of birth _____

Place of birth _____

Email Address _____

Phone Number _____

Once the email is received from Linda Roberts, Director, Office of Security Operations, I will be the one responsible for initiating the 85P request in the new OPM E-QIP system. Please provide the information above to me and I can initiate the request. Once the initiation request has been done, I will contact the contractor and walk them thru the E-QIP system. You will still be responsible for collecting the necessary information, other than the 85P, such as:

- Release forms
- Position Description
- FD-258
- Original certification page with signature
- Original Form 2044
- Budget codes
- Start date
- Position Designation Record
- Form 1228
- Any documentation for any foreign born applicants; and
- Any other documents that you currently submit to IG for a security clearance.

Once the contractor completes the 85P in E-QIP, I will review it and send it forward to Office of Security Operations with all the necessary attachments that you have provided.

NOTE: If an applicant does not have a social security number due to a foreign birth, they must submit a hard copy of the application.

If you have any questions, please let me know (202) 205-6999.