

# Security Clearance Application

## **\*\*Please Read Before You Begin Your Application\*\***

Enclosed you will find information for completing your electronic security clearance application and for obtaining your fingerprints. Please review instructions carefully. You may obtain fingerprints from your local law enforcement agencies; a small fee may be required.

- When logging onto the OPM website, [www.opm.gov/e-qip/](http://www.opm.gov/e-qip/), you will be asked initially to answer three default "Golden Questions." You will be required to type your last name, year of birth and city where born. **IMPORTANT:** The first time you're asked "In what CITY were you born," you should type the word **"Unknown"** (case sensitive). You may create new Golden Questions and Answers on the next screen. If, however, you have used e-QIP previously to create a security questionnaire, and you are unable to log-on using "Unknown," you should try using the actual city where you were born.
- Once your electronic application is complete and before you validate and release to agency, print two archival copies (*copy for your records and copy for this office*) along with the required four signature pages; sign and date each signature page. Any minor change/correction must be initialed. Please **do not** upload these pages. The necessary documents will be uploaded at this office.
- Verify/validate and "release" your application to agency for review and approval.
- Please forward the following using **FED-EX** or **Next Day UPS** (*U.S. Postal Service mail does not come directly to our office, which can cause delays reaching us*):
  - ❖ one hardcopy of application with four signature pages (signed and dated); any corrections by crossing out/striking through or using whiteout **must** be initialed
  - ❖ two completed fingerprint cards (signed by applicant and official taking prints)
  - ❖ proof of citizenship (copy of birth certificate, passport or naturalization certificate)

**Mail to:** HQ USAF/JAX

Attn: ~~Ms. Linda Sanders~~

1500 West Perimeter Road, Suite 3330  
Joint Base Andrews, MD 20762

*Mr. Mike Cloud*

If you have any questions, please call Ms. Sanders at (240) 612-5092, or email to [linda.r.sanders14.civ@mail.mil](mailto:linda.r.sanders14.civ@mail.mil).