

VBA Contractor Background Investigation Request Worksheet

ALL FIELDS ON THIS FORM ARE MANDATORY INCLUDING APPLICANT EMAIL

Where Applicant Will Work _____ City, State, Station #

Station to be Billed for Clearance Washington, DC #101

☐ New ☐ Transfer ☐ Addition*Please provide the following information for each contract employee:*

Applicant's Full Name

First Name, Middle Name (or NMN), Last Name

Social Security Number

Date of Birth

Email

Place of Birth

City, State, Country

Position/Job Title

Does applicant have a clearance
pending or completed with OPM?

____ YES

____ NO

Type of Investigation Requested

____ BI (High Risk)

____ MBI (Moderate Risk)

____ NACI (Low Risk)

Is applicant a foreign national?

____ YES

____ NO

VA Contracting Officer
Representative (COR)

VA COR Telephone Number

COR's Mail Routing Symbol

VA COR Email

Address

City, State, Zip

Prime Contracting Company Name

Prime Contracting Company POC

POC Telephone

POC Email

Address

City, State, Zip

Contract Title

Purchase Order Number (Ex: J37243)

SECURITY USE ONLY

SAC:

Previous Investigation:

Record: