



Federal Security Clearance Verification Form

Requirements for active federal security clearance verification

This document confirms the volunteer listed below has met the following requirements and should not be fingerprinted by DC Public Schools.

1. The volunteer is an employee or contractor of a federal agency and was subject to a federal background check as a condition of their employment.
2. The volunteer, as a condition of their employment, has an active federal security clearance (i.g. SECRET, TOP SECRET). Note: A federal suitability investigation does not meet this requirement.
3. The active federal security clearance was **ISSUED** on _____ (mm/dd/yyyy).
4. The active federal security clearance will **EXPIRE** on _____ (mm/dd/yyyy).
5. Type of security clearance: SECRET TOP SECRET

Volunteer Information

First Name:

Last Name:

Phone Number:

Email Address:

Print – Human Resources Representative Name & Title

Signature – Human Resources Representative

Date

Phone Email

Federal Agency Name

Federal Agency Address

City

State

Zip

Process for Volunteers:

1. Complete [volunteer application](#) Online.
2. Have this form signed by HR office at the granting agency.
3. Send signed form and government issued photo ID to dcps.federalclearance@k12.dc.gov.
4. Complete Required TB Testing if required based on Assessment.

If you have any questions please reach out to dcps.federalclearance@k12.dc.gov.