

Completing your Background Investigation

Completion of your portion of Electronic Questionnaires for Investigations Processing system (e-QIP) is required prior to a firm job offer. This process allows you to electronically enter, update, and transmit your personal investigative data over a secure Internet connection for agency review and approval. In addition you must complete and receive fingerprint clearance.

A. Turn on TLS 1.0 Setting

1. Open Internet Explorer
2. Click on Tools, then Internet Settings
3. Click on the Advanced Tab
4. Scroll all the way down to the bottom
5. Put a checkmark in the box "Use TLS 1.0" (See arrow in the inset box)
6. Click on OK.

B. Accessing e-QIP

1. Go to www.opm.gov/e-qip/
2. Click on the "Enter E-QIP Applicant Site" button.
3. A "browser checker" utility runs and tests your browser for e-QIP compatibility.
4. You should see 3 green "OK"s in the ensuing page; click on Continue (at the bottom of the page); The e-QIP Welcome screen will appear. Enter your social security number in the box provided.
5. Click the SUBMIT button.
6. Answer the (3) DEFAULT Golden Questions.
7. You will be prompted to create 3 NEW Golden Questions and Answers. Enter the answers to each question twice in the appropriate boxes.
8. Write the answers to your NEW GOLDEN QUESTIONS and put them in a secured place. You will need to provide the answers every time you access e-QIP.
9. Click on "ENTER YOUR DATA"
10. Read the instructions very carefully. Complete the SF-85 questions and SAVE as instructed. Data validation occurs after every screen save.
11. Click where it says "Display Archival Copy" and then print 1 copy for your records. Close that window.
12. Click the "Signature Forms" and print the certification page and the release form. **DO NOT SIGN them at this time.** You will sign those in front of someone in the security office.
13. Click "Release to Agency" and then log-off.

E-Qip certification forms must be completed and returned to the Security Section within 5 business days.

If you have any other questions or run into problems with E-QIP, you can contact:

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