



## Quick Guide for Completing your Standard Form 86 (SF86)

Use this guide to identify commonly rejected items/sections and reference helpful instructions for successful one-time completions of your SF86.

\*\*For more detailed instructions, click here to access our full guide.

**NOTE:** If your SF86 was rejected for corrections, you are required to log back into e-QIP and re-answer all the yes/no questions in addition to the requested change(s).

**ALSO NOTE:** You are not complete with this process until you have selected “Release Request, Transmit to Agency” within the last page of the e-QIP.

**\*\*Please check your email for any additional documentation that may be required (i.e. Fingerprints, Citizenship Verification)**

| Section(s)   | Helpful Hints<br>(Use extra caution on bold items)   | Common Rejects  |
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| <b>Sections 1-7<br/>(Identifying Information &amp; Other names used)</b>                                     | <ul style="list-style-type: none"> <li>Enter your full legal name in this exact order: Last- First- Middle- Suffix</li> <li>Initials are not valid responses, unless your name is an initial only (If you use an initial only, please provide a detailed explanation)</li> <li>Must enter your correct city of birth. (Despite login instructions, “unknown is not acceptable in section 3)</li> </ul>                   | Section 1- Middle Initial<br><br>Section 3- “Unknown” for city of birth   |
| <b>Sections 8-10<br/>(U.S. Passport, U.S. Citizenship, Dual/multiple citizenship &amp; Foreign Passport)</b> | <ul style="list-style-type: none"> <li>Document number(s) must be provided (You select “none” as document type and provide a detailed explanation in the comments if you cannot provide the required information and/or your unsuccessful attempts to obtain it)</li> <li>If born overseas to U.S. Parents, you must mark being a U.S. Citizen/ national by birth born to U.S. parent(s) in a foreign country</li> </ul> | Section 9 – Being born outside the US (excluding PR, Hawaii and/or Guam), yet marking as being a US citizen/national by birth in the US |
| <b>Section 11<br/>(Where you have lived)</b>   | <ul style="list-style-type: none"> <li><b>Must provide complete street address(es) for all residences and verifiers</b></li> <li><b>Verifiers for current residences cannot be a relative</b></li> </ul>   | Incomplete residence and/or verifier address(es)<br><br>Relative(s) provided as verifiers   |

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| <b>Section 12<br/>(Education History)</b>                          | <ul style="list-style-type: none"> <li>• <b>Must provide complete street address(es) for all schools</b></li> <li>• For all schools attended within the last 3 years, you must provide complete contact information for a person who can verify you attended, including name, phone number, and complete street address including house, building, and/or apt number. You can provide a professor, classmate, relative, etc</li> </ul>   | <p>Incomplete school and/or verifier address(es)</p> <p>No school verifier for education within last 3 years</p>  |
| <b>Section 13A<br/>(Employment Activities)</b>                     | <ul style="list-style-type: none"> <li>• <b>Must provide complete street address(es) for all employments and verifiers (Name of military installation only is not sufficient)</b></li> <li>• Any periods of unemployment and/or self-employment CANNOT be self-verified. You may use family members, good friends or peers, but cannot provide yourself as verifier (If you share the same name with a parent/relative, you must provide comment stating that the verifier listed is your parent/relative and not yourself)</li> </ul> | <p>Listing self as verifier for unemployment/self-employment</p> <p>Incomplete employment and/or verifier address(es)</p>   |
| <b>Section 14-15<br/>(Selective Service &amp; Military Record)</b> | <ul style="list-style-type: none"> <li>• <b>Males born after 12/31/1959 MUST provide their Selective Service Registration number in Section 14</b></li> <li>• <b>To verify, visit <a href="http://www.sss.gov/">http://www.sss.gov/</a> or call 1-847-688-6888</b></li> </ul>  | <p>No SS Registration (with no explanation)</p>   |
| <b>Section 16<br/>(People who know you well)</b>                   | <ul style="list-style-type: none"> <li>• <b>Must provide complete street address(es) for all references</b></li> <li>• Do not list spouse, former spouse, or other relatives</li> <li>• Must provide 3 references *preferably residing in the U.S.</li> </ul>  | <p>Incomplete address(es)</p> <p>Relatives provided as reference</p>  |
| <b>Section 17<br/>(Spouse/ Cohabitant info)</b>                    | <ul style="list-style-type: none"> <li>• You must provide social security number for your spouse/cohabitant</li> <li>• You must provide complete document number(s) for U.S. citizenship and/or U.S. residence information (or a detailed explanation if not applicable) <ul style="list-style-type: none"> <li>• You do not need to list platonic roommates, your spouse, children, or other relatives as cohabitant</li> </ul> </li> </ul>   | <p>No SSN for spouse and/or cohab</p> <p>No U.S. citizen/resident document number for foreign-born</p>  |
| <b>Section 18<br/>(Relatives)</b>                                  | <ul style="list-style-type: none"> <li>• <b>You must provide your mother, father, mother-in-law, and father-in-law, even if estranged or deceased.</b></li> <li>• <b>Provide complete document number(s) for U.S. citizenship and/or U.S. residence documentation</b> (You must select “none” or “other” as document type and provide a detailed explanation if not applicable, unable to obtain, and/or unsuccessful attempts to obtain)</li> <li>• Provide complete street addresses for all relatives</li> </ul>                    | <p>Missing mother/ father<br/>Missing in-law(s)</p> <p>Incomplete address(es) without valid explanation</p> <p>Missing document number(s) without valid explanation</p> |

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| <b>Section 19-21</b><br><i>(Foreign Contacts/ Activities, Psych/ Emotional Health)</i>   | <ul style="list-style-type: none"> <li>• Only provide foreign contact(s) with whom you maintain <b>close and/or continuing</b> contact in Section 19</li> <li>• You must create a separate entry for each country visited in Section 20C, even if visited during the same trip (i.e. cruise)</li> <li>• Selecting “no” but providing a comment is considered conflicting information and is grounds for rejection</li> </ul>  | Listing multiple countries under one entry  |
| <b>Section 22-25</b><br><i>(Police Record, Alcohol/Drugs &amp; Clearance Record History)</i>                                       | <ul style="list-style-type: none"> <li>• You must provide complete and detailed explanations for all incidents</li> <li>• Selecting “no” but providing a comment is considered conflicting information and is grounds for rejection</li> </ul>  | Insufficient Information  |
| <b>Section 26</b><br><i>(Financial Record)</i>   | <ul style="list-style-type: none"> <li>• <b>Required information includes:</b></li> <li>• <b>Creditor name and address</b></li> <li>• <b>Account number (if applicable)</b></li> <li>• <b>Status of debt</b> - When providing status of the debt, indicate whether the debt has been brought current or still delinquent, if any money is still owed, and if so, how much, the terms of the repayment agreement (i.e. amount and frequency of payment), and an anticipated date the debt will be satisfied, if applicable.</li> <li>• <b>If you're unsure about your debt, it's suggested you pull your free annual credit report and confirm that what you've listed on your form is accurate. You can find more information about a free credit report at:</b><br/> <a href="http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre34.shtm">http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre34.shtm</a></li> <li>• Selecting “no” but providing a comment is considered conflicting information and is grounds for rejection</li> </ul> | Insufficient information on listed debt(s)<br><br>Answering “no” but providing a comment indicating entries must be entered |
| <b>Sections 27-29</b><br><i>(Misuse of Information Technology systems, Civil/ Non-Criminal Court Actions, Associations Record)</i> | <ul style="list-style-type: none"> <li>• You must provide complete and detailed explanations for all incidents</li> <li>• Divorce decrees are not required to be listed within Section 28</li> <li>• Selecting “no” but providing a comment is considered conflicting information and is grounds for rejection</li> </ul>   |   |