



**Department of Veterans Affairs
VHA Service Center Personnel Security
6100 Oak Tree Blvd #500
Independence, OH 44131**

CONTRACT SECURITY SERVICES REQUEST - INSTRUCTIONAL FORM 1A

Purpose: The Contract Security Services Request is submitted to VSC to initiate the contract security verification process. By submitting this form, our office will ensure that each individual listed have been fingerprinted, the fingerprints are adjudicated if necessary, background investigations are initiated or existing background investigations are current and PIV badges are managed and sponsored. This form should be completed and signed by the contracting officer. Please refer to the instructions below when completing the Contract Security Services Request Form #1.

- A Contracting Officer & Phone:** Please provide the post-award contracting officer handling this contract and their phone number.
- B COR (COTR) Name & Phone:** Please list the Contracting Officer Representative (previously the Contracting Officer Technical Representative) and phone number. The COR is the liaison between the contracting officer and contracted company.
- C Contract End Date:** Please list the date in which the contract ends including all options to extend (for PIV badge expiration).
- D SAO Region:** Please list the Service Area Office in which the contracting officer is associated with (East, West or Central).
- E Task Order Number:** Please list the task order number (VA000-C00000). Our database is based on tracking contracts by station. Should the task order number change at fiscal year end, please indicate on any future requests by listing the old task order number in parenthesis next to the new task number.
- F Contractor Position Description:** Please provide a position title for all individuals (ex: physician, consultant, electrician).
- G Investigation Level:** Please indicate the background security requirements as provided by the PDAT (Position Description Automated Tool). This would include background screening (SAC), low-level investigation (NACI), moderate-level investigation (MBI) and high-level investigation (BI). Please note that non-PIV badges (contract under 180-days) require at minimum a SAC, full PIV badges (over 180-days) require at minimum a NACI.
- H Contract Company Name:** Please provide the name of the contracting company that will be providing the work under the task order. Please provide subcontractors in parenthesis.
- I Contractor Address:** Please provide the contracting company address. This information is required for the Little Rock SIC investigation request.
- J Contractor POC Name & Phone:** Please provide the main point-of-contact for the contracting company and contact information. This person may be contacted to provide additional information or documents in the process. All communication with this individual will include the contracting officer and COTR.
- K Contractor POC Email:** Please provide the email address for the above mentioned point-of-contact. This email will be included in the investigation request submitted to Little Rock SIC.
- L Contracting Officer Signature:** All requests must be signed by the contracting officer/specialist. This signature verifies that an official contract is in place prior to processing the applicants for investigation and badging.
- M Station Number:** Please indicate the facility station number where the work is being performed/facility to be billed.
- N Network Access:** Please indicate whether the individuals will be obtaining network access.
- O Employee Name:** Please provide the full **legal** name of the individuals working on this task order.
- P SSN:** Please provide complete social security numbers for all individuals listed.
- Q Email Address:** Please provide a valid email address for all individuals.
- R DOB:** Please provide date of birth for all individuals listed.
- S Place of Birth:** Please provide place of birth for all individuals listed, including **city, state** and country (if outside US). For foreign-born individuals, please provide proof of citizenship.



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CONTRACT SECURITY SERVICES REQUEST FORM #1A

(Please see Instructional Form 1a for assistance in completing this form)

☐ New Request

☐ Addition

CONTRACTOR INFORMATION

Ⓐ	VA Contracting Officer Name & Phone:	
Ⓑ	COTR Name & Phone:	
Ⓒ	Contract End Date (Including Options):	
Ⓓ	SAO Region (East/West/Central):	
Ⓔ	Purchase/Task Order Number:	
Ⓕ	Contractor Position Description:	Ⓜ Station #:
Ⓖ	Investigation Level (SAC/Low/Moderate/High):	Ⓝ Network Access (Y/N):
Ⓗ	Contract Company Name (Subcontractor):	
Ⓘ	Contract Company Address:	
Ⓝ	Contractor POC Name & Phone:	
Ⓚ	Contractor POC Email:	
Ⓛ	Contracting Officer Signature:	

This signature verifies that an official contract is in place prior to processing the applicants for badging

CONTRACTOR EMPLOYEE INFORMATION

⓪	Ⓟ	Ⓠ	Ⓡ	Ⓢ
Employee Name (Full Legal Name)	SSN	Email Address	D.O.B.	Place of Birth (City, State/Country)

*Please use Supplemental Form 1b for additional individuals

Revised Form April 2012



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CONTRACTOR / EMPLOYEE FINGERPRINT REQUEST INSTRUCTIONAL FORM 2A

Purpose: The Contractor/Employee Fingerprint Request is to assist individuals in obtaining fingerprinting services from VA Facilities nationwide, on behalf of the VSC. This form is required by Little Rock SIC before a request for investigation can be submitted.

- Ⓐ **Full Legal Name:** Please provide full **legal** name of individual requiring fingerprints.
- Ⓑ **SSN Last Four:** Please provide the last four of the individual's social security number.
- Ⓒ **Contractor (Yes/No):** Please indicate whether the individual is a contractor. Contracted employees are considered contractors.
- Ⓓ **VAMC Location:** Please provide the name and location of the VA Facility where the fingerprints were submitted.
- Ⓔ **Station Number:** Please provide the station number of the VA Facility where the fingerprints were submitted.
- Ⓕ **Date Fingerprinted:** Please provide the date that the fingerprints were submitted at the VA Facility.
- Ⓖ **Method of Fingerprinting:** Please indicate whether the fingerprints were submitted electronically or if manual fingerprints were submitted with ink and fingerprint card.
- Ⓗ **Date Card Mail to OPM:** If fingerprints were submitted manually, please provide the date the card was mailed to

IMPORTANT NOTE:

If fingerprints are manually taken, please ensure the FD-258 Fingerprint Card is used and that it is mailed directly to OPM at the address below. Delivery confirmation is recommended.

OPM Rapid Response Team / OPM-FIPC
1137 Branchton Rd
Boyers, PA 16020

***All fields on the fingerprint card MUST be completed or the card will be destroyed.**

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK	
				LAST NAME	FIRST NAME	MIDDLE NAME			
SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA		OR		SON: VA08 SOI: 955C		DATE OF BIRTH DOB	
APPLICANT SIGNATURE						IPAC/OPAC: 3600.1200		Month Day Year	
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP CTZ		SEX	RACE	HGT.	WGT.	EYES	
APPLICANT COMPLETE ADDRESS		CITIZENSHIP		HAIR	PLACE OF BIRTH POB				
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	YOUR NO. OCA		LEAVE BLANK					
DATE	SIGNATURE OF OFFICIAL	FBI NO. FBI							
EMPLOYER AND ADDRESS		ARMED FORCES NO. MNU		CLASS					
EMPLOYER COMPLETE ADDRESS		SOCIAL SECURITY NO. SOC		REF.					
REASON FINGERPRINTED		SOC SEC #							
SON: VA08 SOI: 955C		MISCELLANEOUS NO. MNU							
IPAC/OPAC: 3600.1200									



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CONTRACTOR/EMPLOYEE FINGERPRINTING REQUEST FORM #2

SON: 955C / SOI: VA08 IPAC/OPAC: 3600.1200

(Please see Instructional Form #2a for assistance in completing this form)

**** This form must be taken to the fingerprinting appointment ****

EMPLOYEE INFORMATION (PLEASE PRINT)

- Ⓐ Full Legal Name (First Middle Last): _____
- Ⓑ SSN Last Four: _____
- Ⓒ Contractor (Yes/No): _____

FACILITY INFORMATION

- Ⓓ VAMC Name & Location: _____
- Ⓔ Station Number: _____
- Ⓕ Date Fingerprinted: _____
- Ⓖ Method of Fingerprinting: Electronically / Manually
- Ⓗ Date Card Mailed to OPM*: _____

After fingerprints are captured, return this completed form to your CO/COR for submission to VSC

***If fingerprints are manually taken, please ensure the FD-258 Fingerprint Card is used and that it is mailed directly to OPM at the address below, with this form. All fields on the fingerprint card MUST be completed. Please refer to Instructional Form #2a for an example of a completed fingerprint card. OPM will destroy all cards with incomplete fields. Delivery confirmation is recommended.**

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CONTRACT SECURITY VERIFICATION REQUEST SUPPLEMENTAL FORM #1B

(This form is used only when extra space is needed for large rosters.)

(Please reference Instructional Form #1b for assistance in completing this form)

Ⓐ Contracting Officer Name & Phone:

Ⓑ COTR Name & Phone:

Ⓒ Task Order Number:

Ⓓ Contract Company Name (Subcontractor):

Ⓔ Contractor POC Name & Phone:

Ⓕ Employee Name (Full Legal Name)	Ⓖ SSN	Ⓗ Email Address	Ⓙ D.O.B.	Ⓚ Place of Birth (City, State/Country)



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**SECURITY VERIFICATION CONTINUATION
INSTRUCTIONAL FORM 1B**

(This form is used only when extra space is needed for large rosters.)

- Ⓐ **Contracting Officer Name & Phone:** Please list the post-award contracting officer or specialist handling this task order and phone number.
- Ⓑ **COTR Name & Phone:** Please list the Contracting Officer Technical Representative and phone number. The COTR is the liaison between the contracting officer and contracted company.
- Ⓒ **Task Order Number:** Please list the task order number (VA000-C00000). Our database is based on tracking contracts by station. Should the task order number change at fiscal year end, please indicate this on any future request worksheets by listing the old task order number in parenthesis.
- Ⓓ **Contract Company Name:** Please provide the name of the contracting company that will be providing the work under the task order. Please provide subcontractors in parenthesis.
- Ⓔ **Contractor POC Name & Phone:** Please provide the main point-of-contact for the contracting company and contact information. This person may be contacted to provide additional information or documents in the process. All communication with this individual will include the contracting officer and COTR.
- Ⓕ **Employee Name:** Please provide the full legal name of the individuals working on this task order. If the individual is working on multiple task orders, please list them again as our database tracks contract statistics.
- Ⓖ **SSN:** Please provide complete social security numbers for all individuals listed.
- Ⓗ **Email Address:** Please provide a valid email address for all individuals. This email address will be provided for EQIP communication.
- Ⓘ **DOB:** Please provide date of birth for all individuals listed.
- Ⓙ **Place of Birth:** Please provide place of birth for all individuals listed, including city, state and country. For foreign-born individuals, please provide proof of citizenship.

I-9 ID Proofing Criteria

Table of Accepted Identification (From Form I-9)

Picture ID From Federal or State Government (A)	Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government (B)
<ul style="list-style-type: none"> • State-Issued Drivers License • State DMV-Issued ID Card • U.S. Passport or U.S. Passport Card • Military ID Card • Military Dependent's card • US Coast Guard Merchant Mariner card • Foreign Passport with appropriate stamps (I-551) • Permanent Resident Card or Alien Registration Card with a photograph (INS Form I-151 or I-551) • ID Card issued by Federal or state government agencies provided it includes a photograph. 	<ul style="list-style-type: none"> • Social Security Card • Certified Birth Certificate • State Voter Registration Card • Native American Tribal Document • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Certificate of Naturalization (INS Form N-550 or N-570) • Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350) • Permanent or Temporary resident card (with photo). • ID Card issued by local government agencies provided it includes a photograph or includes the following information: name, date of birth, gender, height, eye color, and address • Non-photo ID Card issued by Federal or state government agencies provided it includes the following information: name, date of birth, gender, height, eye color, and address • School ID with photograph • Canadian Drivers License • US Citizen ID Card (Form I-179) • Voters Registration Card • Employment authorization document issued by the Department of Homeland Security.

- Two forms of identification are required from the list of acceptable documents. At least one ID must be a state or Federal government issued picture ID.

Either of the following is accepted:

- Two forms of identification from the left column (A).
- One form of identification from the left column (A) and another from the right column (B).

- Any form of identification used for ID proofing may not be expired.**