

**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: \_\_\_\_\_