# 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: