

## 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: