

VA Contractor Background Investigation Request Worksheet

The following applicant is a Contract employee.

Please complete the following fields on all applicants who have access to VA facilities, systems or privacy data:

Station where applicant will work:

Station Name – City: _____ State: _____ Station #: _____

Station to be billed for clearance:

Station Name – City: Washington State: DC Station #: 101

Please complete the following fields on each Contract Employee:

Applicant Name:

Last: _____ First: _____ Middle: _____
If none (NMN)

SSN: _____ DOB: _____ Email: _____

Place of Birth: City: _____ State: _____ Country: _____

Contractor Occupation: _____

Are you asking for a low risk clearance on a foreign national? Yes: No:

Type of Investigation requested:

BI (High Risk): _____ MBI (Moderate Risk): _____ NACI (Low Risk): _____

Is this a security upgrade to the contract you are currently working? Yes: No:

VA COR: _____ VA COR Phone: _____

VA COR Email: _____

Complete Address: 810 Vermont Avenue, NW

City/State: Washington, DC Zip Code: 20420

Prime Contracting Company Name: _____

Prime Contracting Company POC: _____

POC Phone: _____ POC Email: _____

Complete Address: _____

City/State: _____ Zip Code: _____

Contract Title: _____

Task Order/Contract #: _____

Obligation #: _____

If you are a Sub, what is your Company Name? _____