



Summary Instructions for Electronic Questionnaires for Investigations Processing (e-QIP)

System Requirements:

- The e-QIP system is not compatible with MacIntosh computers. Other system requirements can be found at <http://www.opm.gov/e-QIP/faq-e-QIP.asp>. If you do not have access to a compatible computer, you may access a fillable version of the form at http://www.opm.gov/forms/pdf_fill/SF85.pdf. A continuation sheet, if needed, can be obtained at http://www.opm.gov/forms/pdf_fill/SF86A.pdf. **The completed form, to include the Authorization for Release of Information and Authorization for Release of Medical Information forms, must be printed and brought with you to your in-processing appointment at the BLS worksite.**
- The latest version of Adobe Acrobat Reader is recommended to avoid potential printing problems. The latest version can be found at the Adobe website: <http://www.adobe.com/products/acrobat/readstep2.html>

Instructions:

- Access the OPM Electronic Questionnaires for Investigations Processing (e-QIP) Gateway using the following link: <http://www.opm.gov/e-qip/>.
- Once you have entered the website, please read the **Quick Reference Guide for the Applicant**, before you get started. When you are ready to begin, scroll down the page to go to the **e-QIP Applicant Site** link and follow the prompts to log in.
- Once you have completed the online SF-85 or SF-86A form, you will be directed to the Validate, Review, and Certify page. This screen is shown below. **DO NOT CERTIFY YOUR QUESTIONNAIRE UNTIL YOUR PROJECT MANAGEMENT OFFICE (PMO) HAS REVIEWED IT FOR COMMON MISTAKES. CONTACT YOUR PMO TO ARRANGE THIS REVIEW.** The PMO contains your company's top managers and administrative support staff located at the BLS worksite.
- **DO NOT CERTIFY YOUR INVESTIGATION REQUEST EARLIER THAN FOUR (4) WORKING DAYS PRIOR TO YOUR START DATE!**

The screenshot shows a web browser window titled "Validate, Review, and Certify" with the subtitle "Certify Your Investigation Request". The OMB No. 3206-0005 is in the top right corner. A notice states: "Notice: After clicking the Certify Investigation Request button below, you will no longer be able to make changes to the data you submitted." A yellow warning box on the left says: "If you reviewed the data you completed Investigation Request, generate an official, submit to the Navigation menu above to review." A Microsoft Internet Explorer dialog box is open in the center with a yellow warning icon and the text: "Note: This is not the last step. Please remember to follow the instructions on the next screen." with an "OK" button. A yellow box on the right says: "to submit your request button, which will otherwise, use the changes." Below the dialog box, an "Important:" note states: "This step generates an archival copy of your investigation request but does NOT transmit it to the initiating agency. Failure to follow the instructions on the next screen will delay processing of your Investigation Request." Another note says: "The document generation process may take 20-30 seconds to complete. Please click this button only once. Remember to follow the instructions on the next screen." At the bottom is a button labeled "Certify Investigation Request". The version "Version 1.07" is in the bottom right corner.

- On the date you “Certify Investigation Request” the screen below will appear. Follow the instructions for each of the three (3) steps. After completing step #2, you will sign and date the Certification Page and the Authorization for Release of Information form.

[Help](#) · [Return to Menu](#) · [Logout](#)

Release Investigation Request
Print Signature Forms and Release for Processing

OMB No. 3206-0005

NOT COMPLETING THESE TASKS WILL DELAY PROCESSING OF YOUR INVESTIGATION REQUEST

Carefully follow the instructions provided below in the order displayed. If you are unable to complete any of the steps at this time (e.g. if you do not have access to a printer at your computer), click "Logout" above to end this session. You may return to e-QIP at a later time to complete the remaining steps.

Submitted Request

Successfully certified request.

After you certified the completeness and accuracy of the information in your Investigation Request, e-QIP generated a printable archival copy of the information you provided. You are strongly advised to print a copy for your records. Properly dispose of any working copies that you may have printed while editing and reviewing your information, as those are not considered official. You will need Adobe Acrobat Reader or Adobe Acrobat to view the archival copy. Click the "Help" link for more information.

Step One

Click this link to display the archival copy, then print a copy to retain for your records.

[Display the Archival Copy of this Investigation Request for Printing](#)

Next you must print a copy of the signature form(s). The requesting agency must receive the signed form(s) to begin processing your investigation Request. Print, sign, and submit the form(s) according to the instructions you have been provided. Print to only one side of each sheet of paper. Ensure that the text on the printed copy is legible and that all pages print. The printed text may not contain gaps, extraneous lines, or other errors caused by printer problems. Click the "Help" link for more information.

Step Two

Click this link to display the signature form(s), then print a copy, sign, and submit the form(s) to the office requesting your investigation.

[Display the Signature Form\(s\) for Printing](#)

When you have completed the steps listed above, you may release your Investigation Request for processing. Performing this step will electronically transmit your Investigation Request to the agency requesting your investigation, and you will no longer have online access to it for printing or review.

Step Three

After you complete the previous step, click this link to release and transmit your Investigation Request to the requesting agency.

[Release Request/Transmit to Agency](#)

Version 1.07

Notes:

- Do not sign or date the Certification Statement on the bottom of page 5 or the Authorization for Release of Information form until your in-processing appointment at the BLS worksite.
- Do not forget to bring the signature forms with you to your in-processing appointment.
- Further information, including approved identification that you must bring with you to your in-processing appointment, can be found in the BLS Welcome Packet located at: <https://www.bls.gov/jobs/Contractor-Welcome-Packet.pdf>.

Please contact your Project Management Office if you have any questions regarding this process.