



STANDARD FORM-86

HOW TO FILL OUT THE SF-86

The Standard Form 86 “Questionnaire for National Security Positions” (SF-86) is a background investigation form you need to fill out for a security clearance. The information provided on this form is used to determine whether you are reliable, trustworthy, of good conduct and character, and loyal to the U. S.

TIPS FOR FILLING OUT THE FORM



REMOVE GAPS

Ensure there are no gaps in history or missing identifying data in your questionnaire.



UPDATE / DELETE OLD INFORMATION

If you’ve previously completed a background investigative questionnaire (like the SF-85), make sure the information in the system is updated by deleting any old or irrelevant entries.



BE HONEST

Do not omit information, such as illegal drug activity or arrests. It’s always better to be honest and provide truthful answers than misleading information.

KEY TIMEFRAMES

Some questions can reach back up to seven or ten years while others are “have you ever” questions.



RESIDENTIAL HISTORY

List the addresses of your past and present residences going back **10 years**.



EMPLOYMENT

List past employment information going back **10 years**.



EDUCATION

List educational institutions and dates of your attendance going back **10 years**. Do not include certification programs or military training. List any degrees/diplomas earned more than 10 years ago.



PEOPLE WHO KNOW YOU WELL

List contact information for three personal references going back **seven years**.

#	SECTION
1-7	Identifying & Contact Information
8-10	Passport and Citizenship
11	Residential History
12	Education
13	Employment
14	Selective Service Record
15	Military History
16	People Who Know You Well
17	Marital/Relationship Status
18	Relatives
19	Foreign Contacts
20A	Foreign Activities
20C	Foreign Travel
21	Psychological & Emotional Health
22	Police Records
23	Drug Activity
24	Use of Alcohol
25	Investigations/Clearances
26	Finances
27	Use of Information Technology
28	Non-Criminal Court Activity

NOTE:

Please print legibly or type.

Please make sure to sign where indicated using a wet signature or an application (ex. Adobe) that time stamps and locks.

Do not have a witness sign. Please leave blank.

Please reach out to your TCTI Point of Contact with any questions.

