



Request for Clearance Action Template
QT 6.23

<i>The Facility Security Officer (FSO) will verify current eligibility of employee or initiate a background investigation for access to classified information. Clearance applicant must be a U.S. Citizen and submit approved Proof of Citizenship.</i>					Social Security Number	
First Name		Middle Name		Last Name		
Date of Birth					U.S. Citizen?	Yes <input type="checkbox"/>
	Year	Month	Day	No <input type="checkbox"/>		
City & State of Birth – or Country						
Personal Email Address						
Primary phone no.			Secondary phone no.			
Have you had a prior security clearance?		Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Employee Signature

"The above information is complete and accurate to the best of my knowledge."

Employee Signature		Date	
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Access

Access (Classified or Position of Public Trust) is granted when the FSO verifies current eligibility – OR – the Defense Security Service or other agency favorably adjudicates a newly-initiated investigation or a previous investigation – AND – the employee signs and submits a QT 6.8/Security Briefing Certification.

Program Manager or Hiring Manager Information and Verification

Unclassified Description of Employee's Need for Access					
Level of Clearance Required		<i>(check one)</i> <input type="checkbox"/> NACI <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET			
Job Location		Start Date			
Contract Name		Contract Number			
<i>"I certify that the above employee needs an Industrial Security Clearance at the stated level to perform the duties of his or her job assignment."</i>					
Program or Hiring Manager Printed Name					
Program or Hiring Manager Signature			Date		

The Program Manager submits the completed and signed document to the appropriate FSO.

FSO Notes:					
JPAS CHECK	INV TYPE	CLOSE DATE	ADJ DATE	AGENCY	OWNED __
					SERVICE __