

CITIZENSHIP AND FINGERPRINT INSTRUCTIONS FROM INITIAL EMAIL

Employee/Consultant is located near a FSO/Security office:

- Employee will complete the SF86 via e-QIP
- Employee will print an archival copy for their records
- Employee will digitally sign the SF86 Certification, Release of Info, Medical and Fair Credit Release signature pages.
- Employee will click the “Transmit to Agency” link in e-QIP to forward the SF86 to the Security Service Center, where it will be “Ready to Review” the following day.
- Employee will take proof of citizenship (see examples of acceptable proof of citizenship below) to the local security office and have two fingerprint cards (FD-258) completed.

**** Certified proof of citizenship is required before security paperwork can be submitted to the government for processing****

Examples of acceptable proof of citizenship documentation:

- Certified Birth Certificate
- United States Passport, current or expired
- Certificate of Naturalization
- Certificate of Citizenship issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services or its predecessor organization
- Report of Birth Abroad of a Citizen of the United States of America
- Record of Military Processing-Armed Forces of the United States (DD Form 1966), provided it reflects U.S. citizenship
- US Passport Card issued by the US Department of State, current or expired

FSO/Security Office Role:

- Assist employee in completing two fingerprint cards (FD-258).
 1. Mail completed fingerprint cards to the Security Service Center:
 - 14668 Lee Rd., Chantilly, VA 20151
- Photocopy employee’s proof of citizenship with the following statement “Certified True Copy”.
 1. Include your printed name, signature and date of verification
 2. Forward to the Security Service Center by one of the following methods:
 - Fax: 703-378-7895
 - Email: SCISSC@leidos.com (ENCRYPTED email ONLY)
 - Mail: 14668 Lee Rd., Chantilly, VA 20151

CITIZENSHIP AND FINGERPRINT INSTRUCTIONS FROM INITIAL EMAIL

- Employee shall receive an email from the Security Service Center, once a determination has been made (granted or declined), to conduct security briefings, if applicable.
- Forward the Security Briefings to the Security Service Center by one of the following methods:
 - Fax: 703-378-7895
 - Email: SCISSC@leidos.com (ENCRYPTED email ONLY)
 - Mail: 14668 Lee Rd., Chantilly, VA 20151

Employee/Consultant is not located near a FSO/Security Office:

- Employee will complete the SF86 via e-QIP
- Employee will print an archival copy for their records
- Employee will digitally sign the SF86 Certification, Release of Info, Medical and Fair Credit Release signature pages.
- Employee will click the “Transmit to Agency” link in e-QIP to forward the SF86 to the Security Service Center, where it will be “Ready to Review” the following day.
- Employee shall have their local police department or, if located on a military installation, government security office assist them in completing two fingerprint cards (FD-258).
 1. Mail completed fingerprint cards to Security Service Center:
 - 14668 Lee Rd., Chantilly, VA 20151
- Employee shall Photocopy proof of citizenship.
 1. Have a certified Notary Public view an original proof of citizenship document.
 2. Have a certified Notary Public notarize the COPY of that document with the following statement: “Certified True Copy”.
 3. Forward the COPY to the Security Service Center by one of the following methods:
 - Fax: 703-378-7895
 - Email: SCISSC@leidos.com (ENCRYPTED email ONLY)
 - Mail: 14668 Lee Rd., Chantilly, VA 20151
- Employee shall receive an email notification from the Security Service Center once the determination has been made (granted or declined) to conduct security briefings, if applicable.