

Dear Applicant,

We screen all appointees to determine suitability for federal employment. The process includes a background investigation (via e-QIP/electronic questionnaire), fingerprinting and your submission of OF-306 (Declaration for Federal Service).

You must complete the online version of the SF-85 (Questionnaire for Non-Sensitive Positions). You may do this on any computer having web access including at a home computer or at a library.

PRE-EMPLOYMENT REQUIREMENTS

1. **e-QIP (Electronic Questionnaire for Investigations Processing):**

- a. Log into the online e-QIP site at www.opm.gov/e-qip to complete your investigation questionnaire.
- b. You will want to have all of your information gathered and on hand to complete the questionnaire (i.e. complete addresses for residences, personal references and employment for the past five years, etc.).
- c. Spell the complete names of locations (i.e. Saint Paul instead of St. Paul).

2. **Fingerprints:**

Your fingerprints will be taken electronically in the Human Resources Office.

- a. Call Kaarn Spencer, Laboratory, 612-467-2088 to assist in scheduling your fingerprints with Human Resources for any weekday between 7:30am and 2:00pm. Your complete application will be reviewed prior to your fingerprints appointment.

3. Print/sign both e-QIP Signature Pages (Certification and Release) and transmit to Human Resources (Room 4M-109a) or fax to (612) 467-2287 to the attention of the Human Resources Specialist Carri Magnuson. Please notify Kaarn Spencer when you have sent both your signature pages to Human Resources.

If you have any questions, please contact Kaarn Spencer, 612-467-2088.