

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.

### **FINGERPRINTING AND E-QIP:**

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

VA Human Resources will initiate your e-QIP once we receive the application packet. Once we initiate e-QIP we will send an email with the link to the resident, fellow, student, etc.

#### **2. Fingerprints:**

Your fingerprints may only be taken at a VA hospital, Human Resources Office. If you are located in another state, please contact Judith Haswell for special instructions.

Contact Judith Haswell, Imaging, 612-467 to assist in scheduling your fingerprints with Human Resources for any weekday between 7:30am and 3:00pm. Your complete application will be reviewed with you in Imaging prior to your fingerprinting appointment. You may also FAX your complete application to Judith at 612-629-7707. This will save time during your fingerprinting appointment.

If you have any questions, please contact Judith Haswell, 612-467-5033.