Security Clearance Initiation Request Instructions

* Fill out all fields in the form.

* **Citizenship must be verified on all applicants using one of the listed forms.** **Document numbers must be included for ALL form types.**
* The requestor must digitally sign the form.
	+ If the signatures bar does not appear at the top of the page when you open this document, follow these steps:
		- Ensure the document is saved to your computer.
		- Ensure the document is saved to your computer and completed.
		- Open “File” > “Protect Document” > “Add Digital Signature”.
		- From this box you can add your digital signature to the document; however, it may not show in the space provided.
* **All Forms must be sent thru encrypted email as the form will include PII when completed.**
* All requests for Top Secret // SCI clearances for non-MI and non General Officer personnel must include documentation stating the reason for their clearance.
	+ Documentation used may include:
		- Copy of UMR showing clearance required.
		- Deployment order showing ramp up of clearance levels are required.
		- Etc.
	+ Clearance requirements for enlisted personnel can be found here:
		- [Enlisted Security Clearance Requirements](https://states.gkoportal.ng.mil/states/SC/AS/G2/SitePages/Home.aspx)
		- All enlisted requests for clearances will be verified against this list.
		- Exceptions should include documentation to verify need of clearance.
* Please send all questions to ng.sc.scarng.list.j2-persec@mail.mil; 803-299-4038.

Security Clearance Initiation Request

For: Civilians and Contractors

The following information will need to be provided in order for the State Personnel Security Officer’s office to initiate an investigation for a security clearance or background investigation.

**Type of Clearance/Investigation and Status:** (Please select all that apply)

Background Investigation [x]  Secret [ ]  TS//SCI

Initial [x]  Renewal [ ]  Last Investigation Close Date:

CIV [x]  CTR [ ]  Federal [ ]  State [x]

**Subject Information:**

Title: . SSN:

Last Name: First Name: Middle Name: Suffix

DOB:

**Citizenship Information:**

Country of Birth: State of Birth: City of Birth:

Document Type: Document #:

**Subject Contact Information:**

Email Address:

Secondary Email Address:

Phone: Home[ ]  Work[ ]  Cell[ ]

**Requestor Information**:

Rank/Title: Mr.

First Name: Willie

Last Name: Wood

Title: State Active Duty Officer

Email Address: willie.a.wood.nfg@mail.mil

Phone: 803-299-1482 Home[ ]  Work[x]  Cell[ ]

**Finger print cards need to be submitted to Personnel Security Manager’s Office if the investigation is an upgrade to Top Secret or a first time request for Secret clearance or a 24 month break in service. No finger print cards are required for a re-investigation on a current clearance. All security clearance requests can be submitted 30 days from expiration date.**

**Please digitally sign this form prior to sending and send through encrypted email.**

**POC:** ng.sc.scarng.list.j2-persec@mail.mil; 803-299-4038.