

**ATTACHMENT 5: BACKGROUND INVESTIGATION REQUEST FORM**  
**FOR OFFICIAL USE ONLY**

**Please complete the blocks below and return to the Naval Facility Northwest Security Office.**

**This information will facilitate our part of the process to initiate you in the Electronic Questionnaire Investigations Processing (e-QIP) system for a Tier 3 investigation as required for systems access and/or a Common Access Card.**

**After we receive this completed form, we will be sending you guidance in a separate email regarding your part in accessing e-QIP and entering your information. If you have questions, please do not hesitate to ask.**

\_\_\_\_\_  
**(First, Middle, Last Name)**  
**(Enter your complete legal name. If married, please use your married name. If have a suffix (Jr, Sr, II, etc., include that information as well.)**

**E-Mail Address:** \_\_\_\_\_

\_\_\_\_\_  
**(Provide your work and as an option, your personal email address)**

**Date of Birth:** \_\_\_\_\_ **(DD/MMM/YYYY)**

**City of Birth:** \_\_\_\_\_ **County of Birth:** \_\_\_\_\_

**State of Birth:** \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_ **(If not the U.S., please provide the documentation FS240 or Naturalization Certificate and U.S. Passport)**

**Job Title:** \_\_\_\_\_

**\*\*When completed, please return this form so we can initiate an invitation request to e-QIP (the online Security Questionnaire), the first step in the Investigation Process\*\***