

U.S. Department of Commerce - Office of Security  
Security Coversheet / Request for Investigation Coversheet



Date: \_\_\_\_\_

Status:		Volunteer/Student							
Federal Employee		Associate/Guest							
Contractor		Foreign National *(See Note 3)							
Bureau / Line Office									
Legal Name (First, Middle, Last)									
Other Names Used (example: Maiden Name)									
Social Security Number		Gender		Date of Birth (MM/DD/YYYY)					
		Male	Female						
Place of Birth (City, State, Country)									
Country of Citizenship		Dual Citizenship							
Subject's Email Address									
Visa Number		Alien Registration Number							
Position Title									
Geographic Code (If Employee)		Nature of Action Code (If Employee)							
Duty Station (complete address)									
Start Date (EOD)		End Date							
Contract Company		Contract Number							
Supervisor / COR		Supervisor's / COR's Phone #							
HR/COR/Sponsor Email									
HR/COR/Sponsor Signature									
Previous Federal / DOC Work Dates									
Type of investigation (check one)	Prints (less than 30 days)		SAC (less than 179 days)		Tier 1		Tier 2S		
	Tier 3		Tier 4		Tier 5		Reinvestigation		
Position Sensitivity (check one)	Low Risk		Moderate Risk		High Risk				
	Noncritical-Sensitive		Critical-Sensitive		Special-Sensitive				
<b>Mandatory Financial Fields for Processing Background Investigations</b>									
Treasury Account Symbol (TAS) <i>*fill in all active fields</i>	SP	ATA	AID	BPOA	EPOA	A	Main	Sub	Format
									C
Accounting Data	Organization code								
	Project code								

NOTES:

- It is critically important that the TAS fields are accurately populated because they identify the fund account that will be used to pay for your investigation. If you don't know your TAS code you will need to consult your local finance or budget office.
- Treasury Account Symbol must be provided and all fields completed. No actions will be processed without this information.**
- You must complete additional requirements listed in DAO 207-12 to obtain authorization for foreign national access to a DOC facility. Please contact your Servicing Security Office if you have any questions.
- Do not email this when filled-out. It will contain Personally Identifiable Information (PII).
- |                                 |                                  |                                 |
|---------------------------------|----------------------------------|---------------------------------|
| <b>TIER 1 (PREVIOUSLY NACI)</b> | <b>TIER 3 (PREVIOUSLY ANACI)</b> | <b>TIER 5 (PREVIOUSLY SSBI)</b> |
| <b>TIER 2S (PREVIOUSLY MBI)</b> | <b>TIER 4 (PREVIOUSLY BI)</b>    |                                 |