

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)	NACI	CNACI					
		ANACI	MBI	BI	SSBI					
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).