UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative Services

Federal Investigations Notice

Notice No. 13-05 **Date: June 4, 2013**

SUBJECT: Discontinuing Acceptance of Hardcopy Requests for Investigations

Effective October 1, 2013, all Standard Form (SF) 85, SF 85P, and SF 85PS investigation requests to OPM must be submitted through the Electronic Questionnaires for Investigations Processing System (e-QIP).

Maximum utilization of electronic questionnaires is the fulfillment of the e-Government clearance initiatives and aligns with reform goals to employ end-to-end automation to the extent practicable. Validation inherent in the electronic processing ensures the information collected from applicants is more complete and accurate. Elimination of the acceptance of hardcopy forms also eliminates resource-intensive manual processing.

As noted in FIN 11-07, *Discontinuing the 2008 Standard Form (SF) 86; Implementing the Fully Electronic 2010 SF 86*, OPM recognizes there may be instances or agency circumstances where applicants may not be able to enter directly into e-QIP themselves. The Third Party Data Entry (3PDE) process outlined in FIN 11-07 and originally made available for SF 86 investigation requests is now available for SF 85, SF 85P, and SF 85PS investigation requests. The 3PDE uses the validation capabilities of e-QIP and permits requesting agencies to enter the applicant data directly into e-QIP.

The PDF Fillable/Printable versions of the forms will continue to be available on the OPM website at www.opm.gov/forms. While these forms will no longer be accepted by OPM in hardcopy or .pdf fillable format, agencies may use these forms to assist applicants in preparing for their e-QIP initiation or the 3PDE process.

If you have questions about 3PDE process or other changes outlined in this document, please contact your Agency Liaison at 724-794-5612.

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