

## **INSTRUCTIONS FOR HCR NON-SENSITIVE CHECK OFF SHEET**

### **PS FORM 2025-CONTRACT PERSONNEL QUESTIONNAIRE**

THIS FORM MUST BE COMPLETED BY EACH APPLICANT REQUESTING A NON-SENSITIVE CLEARANCE. EACH ITEM MUST BE ADDRESSED IN BLOCKS 1 - 22. RESIDENCE AND EMPLOYMENT MUST BE PROVIDED FOR THE PAST FIVE YEARS IN A MONTH/YEAR FORMAT. WITH CURRENT DATA ON TOP, AND DESCENDING, TO COVER THE PAST FIVE YEARS CONCURRENTLY. **NO GAPS ALLOWED!** IF AN INDIVIDUAL WAS UNEMPLOYED, THIS MUST BE LISTED. (USE ADDRESS WHERE LIVING AT TIME OF UNEMPLOYMENT). **APPLICANT MUST PROVIDE COMPLETE ADDRESS INCLUDING CITY, STATE AND ZIP-CODE FOR RESIDENCE AND EMPLOYMENT.** PLEASE NOTE, THAT ITEM 19a. MUST BE COMPLETED BY ALL MALE APPLICANTS. IF APPLICANT WAS BORN AFTER DECEMBER 31, 1959, GO TO [WWW.SSS.GOV](http://WWW.SSS.GOV) TO CHECK FOR THE APPLICANT'S SELECTIVE SERVICE NUMBER. IF THERE IS NO SELECTIVE SERVICE NUMBER FOR THE APPLICANT, HE MUST CONTACT THE SELECTIVE SERVICE OFFICE AT 847-688-3117/6888 AND REQUEST A LETTER FROM SELECTIVE SERVICE TO INDICATE HIS CURRENT STATUS. ALONG WITH THIS THE APPLICANT MUST ALSO SUBMIT A WRITTEN EXPLANATION AS TO WHY HE DID NOT REGISTER. ONCE WE RECEIVE THE SELECTIVE SERVICE LETTER, AND THE WRITTEN EXPLANATION FROM THE APPLICANT, ALONG WITH HIS COMPLETED APPLICATION FORMS, WE CAN ISSUE A TEMPORARY BADGE, AND HIS APPLICATION WILL BE SENT TO MEMPHIS FOR CLEARANCE APPROVAL. **READ QUESTIONS 21A-21D CAREFULLY.** "YES" ANSWERS TO ANY PART OF THIS QUESTION REQUIRE ADDITIONAL INFORMATION. THE DATE, PLACE, COURT LOCATION, CHARGE, AND DISPOSITION MUST BE PROVIDED ON A SEPARATE SHEET OF PAPER. NOTE: A CRIMINAL RECORD WILL NOT NECESSARILY PREVENT AN APPLICANT FROM OBTAINING A SECURITY CLEARANCE. AFTER COMPLETING EACH ITEM, THE APPLICANT MUST READ THE "WARNING" AND SIGN AND DATE THE FORM UNDER "CERTIFICATION." THE CONTRACTOR (CONTRACTOR'S REPRESENTATIVE OR SUPERVISOR) MUST SIGN AND DATE THE FORM BELOW THE APPLICANT'S SIGNATURE. THE USPS OFFICIAL SIGNATURE BLOCK AT THE BOTTOM OF THE FORM MUST BE SIGNED AND DATED BY THE ADMINISTRATIVE OFFICIAL.

### **PS FORM 2181-C (CONTRACT APPLICANT) – AUTHORIZATION AND RELEASE-BACKGROUND INVESTIGATION (USPS CONTRACTORS AND EMPLOYEES OF CONTRACTORS)**

THIS FORM MUST BE SIGNED, DATED AND SHOULD ONLY BE USED WITH CONTRACT EMPLOYEE SUBMISSIONS. APPLICANT MUST PROVIDE COMPLETE RESIDENTIAL ADDRESS, INCLUDING CITY, STATE AND ZIP+4. SIGNATURE MUST BE WITHIN ONE YEAR OF SUBMISSION.

(SEE REVERSE SIDE)

### **FD-258 FINGERPRINT CARDS (2)**

TWO CARDS ARE REQUIRED. THE TOP PORTION MUST BE COMPLETED WITH CARDS SIGNED AND DATED BY THE APPLICANT. BE SURE THAT THE PERSON WHO IS TAKING THE FINGERPRINTS ALSO DATES AND SIGNS THE CARD. APPLICANT SHOULD BE ASKED TO COMPLETE CARD SO IT IS LEGIBLE.

IF ORIGINAL FD-258 FORMS ARE NOT AVAILABLE, COPIES OF THE FORM MAY BE USED FOR OBTAINING THE FINGERPRINT IMPRESSIONS. FINGERPRINTS OBTAINED VIA LIVESCAN AND PRINTED TO PAPER MAY ALSO BE SUBMITTED.

IF THIS CARD IS RETURNED FROM OFFICE OF PERSONNEL MANAGEMENT (OPM) AS UNCLASSIFIABLE, YOU WILL BE ASKED TO REPRINT THE APPLICANT AT LEAST ONE MORE TIME. PLEASE IGNORE THE ORI BLOCK ON THIS CARD.

### **MOTOR VEHICLE RECORD (MVR) FIVE YEARS**

AN MVR MUST BE PROVIDED FROM ALL STATES OF RESIDENCE THAT THE APPLICANT HAS LIVED WITHIN THE PAST FIVE YEARS. A FIVE YEAR DRIVING RECORD MUST BE PROVIDED. IF THE STATE CAN ONLY ISSUE A THREE YEAR DRIVING RECORD, IT SHOULD BE NOTED ON THE MVR. A SEVEN YEAR RECORD MAY HAVE TO BE REQUESTED IN ORDER TO RECEIVE A FIVE YEAR HISTORY. THE DRIVING RECORD MUST BE DATED NO MORE THAN 30 DAYS BEFORE THE DATE IT IS SUBMITTED TO THE ADMINISTRATIVE OFFICIAL. THE MVR SHOULD CONTAIN THE STATE OF ISSUANCE, DRIVER'S NAME & DATE OF BIRTH, LICENSE NUMBER, ISSUANCE DATE, EXPIRATION DATE, LICENSE CLASS, AND DATE THE REPORT WAS PRINTED. IT SHOULD ALSO CONTAIN ALL CONVICTIONS, VIOLATIONS, AND SUSPENSIONS/REVOICATIONS.

### **PASSPORT PHOTOS – TWO**

**NON-COMPLIANCE WITH FILLING IN ALL CORRECT DATA ON ALL FORMS, AND/OR THE FORMS BEING RETURNED BY MEMPHIS, WILL RESULT IN THE ENTIRE PACKAGE BEING RETURNED TO THE CONTRACTOR FOR COMPLETION AND RESUBMISSION.**

**NOTE; THE COVER SHEET FOR APPLICATIONS WILL BE COMPLETED BY POSTAL PERSONNEL.**