



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigative Notice

Notice No. 16-05

Date: September 7, 2016

SUBJECT: Electronic Attachments to Investigation Requests

As part of our streamlining and automation initiatives, effective October 1, 2016, the Office of Personnel Management, Federal Investigative Services will no longer accept mailed documents for incoming e-QIP investigation requests. The only exception is the submission of hardcopy fingerprint cards.

OPM also will no longer accept faxed documents; however, documents may be uploaded using the e-QIP Fax Solution, which electronically connects the documents to the e-QIP form at OPM.

As of October 1, 2015, e-QIP applicants have the ability to electronically sign the Certification page and the General, Medical and Fair Credit Act Release pages in the system. If the subject chooses the electronic signature feature then the releases and certificate will be automatically attached to the e-QIP form. This is the preferred method.

Wet signature documents and all other supporting documents must either be 1) scanned and attached to the e-QIP form or, 2) uploaded using the e-QIP Fax Solution. Information and instructions for OPM's e-QIP Fax Solution can be found on the NP2 Portal Public Library (<https://apollo.opm.gov>) under "e-QIP Documentation" and also within the e-QIP help feature on the agency attachment screens. As a reminder, incomplete investigation request packages will be returned for completion.

If you have any questions regarding this change please contact your OPM External Liaison.

A handwritten signature in black ink, appearing to read "Merton W. Miller".

Merton W. Miller
Associate Director
Federal Investigative Services

Inquiries: OPM-FIS, External Liaison 724-794-5612

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