

PROVIDE SON:

SECURITY OFFICE NUMBER (SON) CREATION AND AMENDMENT FORM

ATTENTION: PERSONNEL OFFICER

The National Background Investigations Bureau (NBIB) authorizes an SON for each personnel office that submits investigation requests and to make case status requests. The SON data is used to mail a variety of investigative notices and to contact a submitting office to clarify information that may otherwise delay an investigation. NBIB must have current information on:

- Agency name and mailing address
- Name and phone number of a contact person

To request an SON or advise OPM of SON changes, legibly complete the necessary items on the form below. Email (FISSONSOI@opm.gov), fax or mail the completed form to the address on the top of this form, to the attention of the System Liaisons. Do not submit PII through unsecure channels. For additional information and/or assistance, call NBIB at 724-794-5612 x4600.

1. Check this block if requesting a new SON:

2. SOI:

3. Contact information for individual completing PIPS 12:

Name:

Email address:

Phone number:

4. Change/add agency name and/or address (include zip code):

Agency Name:

Address:

City:

State:

Zip Code:

5. Change/add personnel office telephone numbers (NBIB does not have DSN capabilities):

Commercial:

Extension:

Commercial:

Extension:

6. Change/add financial fields:

Treasury Account Symbol (TAS):

Intra-Governmental Payment & Collection (IPAC):

Business Event Type Code (BETC):

7. Add contact:

Name:

Name:

Name:

Name:

8. Delete contact:

Name:

Name:

Name:

Name:

9. Add email address:

Provide a group email address for form processing questions: