



## SF-85 FAQs

(Revised 11/21/07)

Do not use your internet browser Back button when navigating within e-QIP. Use the question navigation buttons or the buttons at the bottom of each screen.

### SECTION 1 – FULL NAME

- 1. Q. I do not have a suffix on my name. What should I do?**
  - A. Leave the suffix field blank.
- 2. Q. Can I use my maiden name as my middle name?**
  - A. If it has been legally changed, you may use your maiden name as your middle name. Otherwise, you must use your legal middle name at birth or check the “NMN” box indicating no middle name.
- 3. Q. Can I use an initial instead of my full middle name?**
  - A. If your middle name has been legally changed to an initial only, you may use the initial and select “IO”, which means “initial only”. Otherwise, you must use your full middle name at birth. You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the “Other Names Used” section of the form.

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**Sections 1-6: Your Identifying Information**      OMB No. 3206-0005  
Comprehensive Details      Form: SF85

Provide the following information about your identity.

**Section 1: Full Name**

If you have no first name or middle name, select No First Name (NFN) or No Middle Name (NMN), as appropriate. If you have only initials in your name, enter the initial(s) (without the period) and select Initial Only (IO). If you are a "Jr.," "Sr.," "II," etc., enter this under Suffix.

Full Name	
Name	IO/NFN/NMN
Last: <input type="text"/>	<input type="text"/>
First: <input type="text"/>	<input type="text"/>
Middle: <input type="text"/>	<input type="text" value="Initial Only"/>
Suffix: <input type="text"/>	<input type="text"/>

**Section 2: Date of Birth**

Date of Birth	
Month/Day/Year	Est.
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>

**4. Q. Can I use an initial for my first name?**

A. If your first name has been legally changed to an initial, you may use the initial and select "IO" (initial only). Otherwise, you must use your full first name at birth. You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the "Other Names Used" section of the form.

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**Sections 1-6: Your Identifying Information**      OMB No. 3206-0005  
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**Full Name**

Name	IO/NFN/NMN
Last: <input type="text"/>	<input type="text"/>
First: <input type="text"/>	Initial Only
Middle: <input type="text"/>	<input type="text"/>
Suffix: <input type="text"/>	<input type="text"/>

**Section 2: Date of Birth**

**Date of Birth**

Month/Day/Year	Est.
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>

**5. Q. I use an initial in my name. What should I do?**

A. If the initial that you use is a part of your legal name and not an abbreviation, select "IO" (initial only). You are required to list your legal name as it is listed on your birth certificate. If you are known by any other name, you must list it in the "Other Names Used" section of the form.

**Section 5: Other Names Used**

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the "nee" box.

**Other Names Used**

Not Applicable

#	Name	nee	Dates Used																			
1.	<table border="1"><thead><tr><th>Name</th><th>IO/NFN/NMN</th></tr></thead><tbody><tr><td>Last: <input type="text"/> DOE</td><td><input type="text"/></td></tr><tr><td>First: <input type="text"/> J</td><td>Initial Only</td></tr><tr><td>Middle: <input type="text"/> W</td><td>Initial Only</td></tr><tr><td>Suffix: <input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Name	IO/NFN/NMN	Last: <input type="text"/> DOE	<input type="text"/>	First: <input type="text"/> J	Initial Only	Middle: <input type="text"/> W	Initial Only	Suffix: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<table border="1"><thead><tr><th>Date</th><th>Month/Year</th><th>Est./Pres.</th></tr></thead><tbody><tr><td>From: <input type="text"/> Jan(01) / 1980</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>To: <input type="text"/></td><td><input type="text"/></td><td>Present</td></tr></tbody></table>	Date	Month/Year	Est./Pres.	From: <input type="text"/> Jan(01) / 1980	<input type="text"/>	<input type="text"/>	To: <input type="text"/>	<input type="text"/>	Present
Name	IO/NFN/NMN																					
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Date	Month/Year	Est./Pres.																				
From: <input type="text"/> Jan(01) / 1980	<input type="text"/>	<input type="text"/>																				
To: <input type="text"/>	<input type="text"/>	Present																				

Add A Blank Entry

**Section 6: Sex**

**Sex**

Male

Female

**6. Q. I don't have a first name or middle name. What should I do?**

A. Check "NFN" box for no first name or "NMN" box for no middle name.

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**Sections 1-6: Your Identifying Information**      OMB No. 3206-0005  
Comprehensive Details      Form: SF85

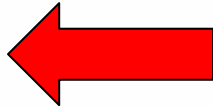
Provide the following information about your identity.

**Section 1: Full Name**

If you have no first name or middle name, select No First Name (NFN) or No Middle Name (NMN), as appropriate. If you have only initials in your name, enter the Initial(s) (without the period) and select Initial Only (IO). If you are a "Jr.," "Sr.," "II," etc., enter this under Suffix.

**Full Name**

Name		IO/NFN/NMN
Last:	DOE	
First:		No First Name
Middle:		No Middle Name
Suffix:		



**Section 2: Date of Birth**

**Date of Birth**

Month/Day/Year	Est.
/ /	<input type="checkbox"/>

**7. Q. I'm not sure of dates when I used a name. What should I do?**

A. Estimate the date (month and year) to the best of your knowledge and check the "EST" block, indicating that this is an estimated date.

LEAD

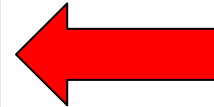
**Section 5: Other Names Used**

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the "nee" box.

**Other Names Used**

Not Applicable

#	Name	nee	Dates Used																											
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Add A Blank Entry

**Section 6: Sex**

**Sex**

Male

**8. Q. I have a validation error stating a date has to be after/earlier than another date. What does this mean?**

A. Many questions involving dates are validated against the birth date entered in Section 2. Most date fields pertaining to the applicant (not relatives) must be after the applicant's birth date.

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**Section 8: Where You Have Lived**      OMB No. 3206-0005  
Section Summary      Form: SF85

**Validation Results**

Type	Message
Error	Residency History #1: Provided Dates of Activity From Date must not be earlier than your date of birth, 12/27/1980.

Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make the changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.

Provide a detailed entry for each place you have lived in the last 5 years. All periods must be accounted for in your list. Do not list a permanent address when you were actually living at a school address, etc. You may omit temporary military duty locations under 90 days (list your permanent address instead).

**Summary of Where You Have Lived**

#	Time Period	Street	City	Actions
1	From 01/1900 To Present	11 SMILEY LANE	CINCINNATI	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Additional Comments**  
Note: If you need to provide any additional comments about this information, enter them below.

**SECTION 2 – DATE OF BIRTH**

**1. Q. What is my Date of Birth?**

A. The date of birth that is reflected on your birth certificate.

**Section 2: Date of Birth**

**Date of Birth**

Month/Day/Year	Est.
Jan(01) / 11 / 1980	<input type="checkbox"/>

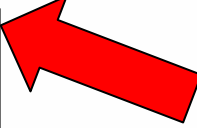
## SECTION 3 – PLACE OF BIRTH

1. Q. How do I answer #3 if I was born in a county and not a city?  
A. City or County can be used.

Section 3: Place of Birth

Place of Birth

City:	County:	SHAWNEE
Provide Country if outside the United States; otherwise, provide State.		
State:	Oklahoma (OK)	
Country:	(List) <input type="text" value="Place of Birth"/>	



Section 5: Other Names Used

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the "nee" box.

Other Names Used

Not Applicable


#	Name	nee	Dates Used																			
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To:																						

2. Q. How do I answer if I was born outside of the US?  
A. Select your country of birth from the drop down list.

Section 3: Place of Birth

Place of Birth

City:	County:
Provide Country if outside the United States; otherwise, provide State.	
State:	
Country:	FRANCE



Section 5: Other Names Used

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the "nee" box.

Other Names Used

Not Applicable

#	Name	nee	Dates Used																			
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To:																						

If born outside the US and the county is unknown, check "I do not know the requested information" when a warning message appears.

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**Sections 1-6: Your Identifying Information** OMB No. 3206-0005  
Form: SF85

**Comprehensive Details**

Validation Results	
Type	Message
Warning	Provide a city or county for Place of Birth. <input checked="" type="checkbox"/> I do not know the requested information.

Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make the changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.

Provide the following information about your identity.

**Section 1: Full Name**

If you have no first name or middle name, select No First Name (NFN) or No Middle Name (NMN), as appropriate. If you have only initials in your name, enter the initial(s) (without the period) and select Initial Only (IO). If you are a "Jr.," "Sr.," "III," etc., enter this under Suffix.

**Full Name**

	Name	IO/NFN/NMN
Last:	DOE	
First:	JOHN	
Middle:		No Middle Name

## SECTION 5 – OTHER NAMES USED

### 1. Q. Am I required to provide my maiden name?

A. Yes. The dates used must also be provided. You must check the "nee" box for maiden name. Please include your legal middle name given at birth.

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the "nee" box.

**Other Names Used**  
Not Applicable

#	Name	nee	Dates Used																								
1.	<table border="1"> <thead> <tr> <th colspan="2">Name</th> </tr> <tr> <th>Name</th> <th>IO/NFN/NMN</th> </tr> </thead> <tbody> <tr> <td>Last: SMITH</td> <td></td> </tr> <tr> <td>First: ANGIE</td> <td></td> </tr> <tr> <td>Middle:</td> <td>No Middle Name</td> </tr> <tr> <td>Suffix:</td> <td></td> </tr> </tbody> </table>	Name		Name	IO/NFN/NMN	Last: SMITH		First: ANGIE		Middle:	No Middle Name	Suffix:		nee <input checked="" type="checkbox"/>	<table border="1"> <thead> <tr> <th colspan="3">Dates Used</th> </tr> <tr> <th>Date</th> <th>Month/Year</th> <th>Est./Pres.</th> </tr> </thead> <tbody> <tr> <td>From: Jan(01)</td> <td>/ 1980</td> <td></td> </tr> <tr> <td>To: Mar(03)</td> <td>/ 2001</td> <td></td> </tr> </tbody> </table>	Dates Used			Date	Month/Year	Est./Pres.	From: Jan(01)	/ 1980		To: Mar(03)	/ 2001	
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**Section 6: Sex**

**Sex**  
 Male  
 Female

**Additional Comments**  
Note: If you need to provide any additional comments about this information, enter them below.

## 2. Q. Am I required to include nicknames?

A. Yes. You must also provide the dates when used.

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the "nee" box.

**Other Names Used**  
Not Applicable

#	Name	nee	Dates Used																											
	<table border="1"><thead><tr><th colspan="2">Name</th><th>IO/NFN/NMN</th></tr></thead><tbody><tr><td>Last:</td><td>JOHNSON</td><td></td></tr><tr><td>First:</td><td>PEE WEE</td><td></td></tr><tr><td>Middle:</td><td></td><td>No Middle Name</td></tr><tr><td>Suffix:</td><td></td><td></td></tr></tbody></table>	Name		IO/NFN/NMN	Last:	JOHNSON		First:	PEE WEE		Middle:		No Middle Name	Suffix:			<input type="checkbox"/>	<table border="1"><thead><tr><th colspan="3">Dates Used</th></tr><tr><th>Date</th><th>Month/Year</th><th>Est./Pres.</th></tr></thead><tbody><tr><td>From:</td><td>Jan(01) / 1980</td><td></td></tr><tr><td>To:</td><td>Mar(03) / 2001</td><td></td></tr></tbody></table>	Dates Used			Date	Month/Year	Est./Pres.	From:	Jan(01) / 1980		To:	Mar(03) / 2001	
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To:	Mar(03) / 2001																													

**Section 6: Sex**  
**Sex**  
 Male  
 Female

**Additional Comments**  
Note: If you need to provide any additional comments about this information, enter them below.

## 3. Q. What if I don't know the month and year?

A. An estimated date should be used and select "Estimated".

Give other names you have used and the period of time you used them (for example: maiden name, name(s) by a former marriage, former name(s), alias(es), nickname(s)). If the other name is your maiden name, check the "nee" box.

**Other Names Used**  
Not Applicable

#	Name	nee	Dates Used																											
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From:	Jan(01) / 1960	Estimated																												
To:	Oct(10) / 1982	Estimated																												

**Section 6: Sex**  
**Sex**  
 Male  
 Female

**Additional Comments**  
Note: If you need to provide any additional comments about this information, enter them below.

## SECTION 7 - CITIZENSHIP

1. Q. If I am a US citizen born in the US or US territories (i.e., Guam, Virgin Islands, etc.) am I required to provide a State Department Form 240,-Report of Birth Abroad of a Citizen of the US?

A. No. You must answer “b” and “d” of Section 7. If you have dual citizenship, for “item d” you must enter the country. If you do not, click the “Not Applicable” box.

Mark the box that reflects your current citizenship status, and follow its instructions.

**Citizenship Status**

I am a U.S. citizen or national by birth in the U.S. or U.S. territory/possession. (Answer items b and d)  
 I am a U.S. citizen, but I was NOT born in the U.S. (Answer items b, c and d)  
 I am not a U.S. citizen. (Answer items b and e)

**Item b**

Your Mother's Maiden Name  
SNAPDRAGON

**Item c, United States Citizenship**

If you are a U.S. citizen, but were not born in the U.S., provide information about one or more of the following proofs of your citizenship.

**Naturalization Certificate (Where were you naturalized?)**

Court

Location

City:

State:

**Item d, Dual Citizenship**

If you are (or were) a dual citizen of the United States and another country, provide the name of that country.

**Country(ies) of Dual Citizenship**

Not Applicable

#	Country
1.	

(List) Add A Blank Entry

**Item e, Alien**

If you are an alien, provide the following information:

**Place You Entered the United States**

City:

State:

**Date You Entered U.S.**

Month/Day/Year	Est.
	<input type="checkbox"/>

**Alien Registration Number**

2. Q. Which box in question #7 do I mark since I am a citizen but was born on a US military base in a foreign country?

A. You should mark the first box since a US Military Base any place in the world is considered a US territory or possession.

3. Q. Will dual citizenship keep me from IRS employment?

A. No.



## SECTION 8 – WHERE YOU HAVE LIVED

1. **Q. I have completed this section, but am receiving an error message requiring me to account for residences, without breaks, for the previous 5 years. Why?**

A. You cannot have any gaps of time between dates. When listing the dates of when you resided at different residences, there can be no time lapse between the end date of when you left a residence and the start date of when you began living at the next residence. Any gaps in these dates will prompt an error message.

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Section 8: Where You Have Lived      OMB No. 3206-0005  
Section Summary      Form: SF85

**Validation Results**

Type	Message
Error	Account for residences, without breaks, for the previous 5 years.

Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make the changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.

Provide a detailed entry for each place you have lived in the last 5 years. All periods must be accounted for in your list. Do not list a permanent address when you were actually living at a school address, etc. You may omit temporary military duty locations under 90 days (list your permanent address instead).

**Summary of Where You Have Lived**

#	Time Period	Street	City	Actions
1	From 01/2003 To Present	99 RED CORVETT HWY	CINCINNATI	Edit Delete
2	From 01/2001 To 01/2002	20 BLOCK PARTY TERRACE	CINCINNATI	Edit Delete
3	From 12/1990 To 01/2000	15 STREET FIGHT ALLEY	CINCINNATI	Edit Delete
4	From 12/1980 To 10/1989	11 SMILEY LANE	CINCINNATI	Edit Delete

Add an Entry

2. **Q. Am I required to list a person that knows me for the verifier information?**

A. You are required to complete the "Residence Contact Field", or upon validation, check the "I do not know the requested information" when a warning message appears.

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Section 8: Where You Have Lived      OMB No. 3206-0005  
Entry Details      Form: SF85

**Validation Results**

Type	Message
Error	Provide a response for Name of Person Who Knew You.
Warning	Provide a response for street of Street Address of Person Who Knew You. <input checked="" type="checkbox"/> I do not know the requested information.
Warning	Provide the zip code of the location you provided for Street Address of Person Who Knew You. <input checked="" type="checkbox"/> I do not know the requested information.
Warning	Provide a city for Street Address of Person Who Knew You. <input checked="" type="checkbox"/> I do not know the requested information.

Note: This message indicates problems with the information submitted. Messages labeled "Error" must be corrected. Messages labeled "Warning" must be corrected or explained. Make the changes indicated and click "Save" to revalidate. Click "Save/Continue" if you want to make these changes later.

Provide the requested information about this place where you have lived.

Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port.

For temporary military duty locations under 90 days, list your permanent address instead. You should use your APO/FPO address if you lived overseas.

If the “I do not know the requested information” box is checked, you must provide an explanation in the comments field.

**Person Who Knew You**

For any address in the last 3 years, list a person who knew you at this address, and who preferably still lives in that area (do not list people for residences completely outside this 3-year period, and do not list your spouse, former spouses, or other relatives).

Name:

**Street Address**

Street:

City:

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State:  Zip Code:

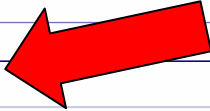
Country:

**Additional Comments**

Note: If you need to provide any additional comments about this information, enter them below.

I DON'T KNOW A VERIFIER FOR THIS ADDRESS, BECAUSE I JUST MOVED TO THIS ADDRESS TWO DAYS AGO.

Save Save/Continue Cancel Delete Reset this Screen



**3. Q. If I want to list references, can I use the same person for all the places that I have lived for the last 3 years?**

A. Yes; however it is recommended to use a different reference of someone who knew you at each address.

**4. Q. What if I am in the process of moving, what address should I use?**

A. List your current address and provide your new address information in the comments field.

**5. Q. I was homeless at the time and I didn't have an address. What should I do?**

A. Provide the city, state, zip code and indicate your homeless status in the street address field.

Help · Display · Logout Navigation: SF85 Section 8: Where You Have Lived Go

**Section 8: Where You Have Lived** OMB No. 3206-0005  
Entry Details Form: SF85

Provide the requested information about this place where you have lived.

Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port.

For temporary military duty locations under 90 days, list your permanent address instead. You should use your APO/FPO address if you lived overseas.

**Dates of Activity**

Date	Month/Year	Est./Pres.
From:	Dec(12) / 1980	
To:	Oct(10) / 1989	

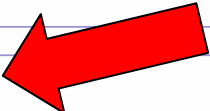
**Street Address**

Street: I WAS HOMELESS DURING THIS TIME

City: CINCINNATI

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State:  Zip Code:



6. **Q. Can I use a post office box number instead of my address?**
  - A. No. You must use the actual physical location of your residence.
  
7. **Q. There are no numbers in my home street address, we have a route number and we use a post office box. How do I list this?**
  - A. List the Route number and the PO Box; include the city, state and zip code. Include directions to residence in the comments field.
  
8. **Q. I get an error message about needing a record with “Present”. What does this mean?**
  - A. Section 8 requires one record to have an end date for which you have checked the “Present” box, indicating your current residence.

Help · Display · Logout      Navigation: SF85 Section 8: Where You Have Lived

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**Section 8: Where You Have Lived** OMB No. 3206-000  
Form: SF8

Entry Details

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Provide the requested information about this place where you have lived.

Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port.

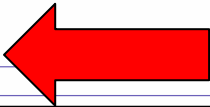
For temporary military duty locations under 90 days, list your permanent address instead. You should use your APO/FPO address if you lived overseas.

**Dates of Activity**

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2003	
To:		Present

**Street Address**

Street:	99 RED CORVETT HWY		
City:	CINCINNATI		
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:	Ohio (OH)	Zip Code:	45202



9. **Q. I need to enter a foreign address. What do I do for the zip code?**
  - A. Leave the zip code field blank and in the comments field annotate ‘foreign postal code’ and the code, or annotate ‘unknown’.

**Person Who Knew You**

For any address in the last 3 years, list a person who knew you at this address, and who preferably still lives in that area (do not list people for residences completely outside this 3-year period, and do not list your spouse, former spouses, or other relatives).

**Name**

SPEED RACER


**Street Address**

Street:	100 RUE DE LA PAIX		
City:			
Provide Country if outside the United States; otherwise, provide State and Zip Code.			
State:		Zip Code:	
Country:	FRANCE		

**Additional Comments**

Note: If you need to provide any additional comments about this information, enter them below.

Save   Cancel   Delete   Reset this Screen



**10.Q. Does e-QIP accept APO and FPO addresses? How should I enter them?**

- A. Yes. e-QIP will accept APO and FPO addresses. Select the appropriate APO/FPO from the drop down menu. The APO/FPO address should be entered in the city field and the AE, AA or AP should be entered in the state. (These are available at the bottom of the drop-down menu). Lastly, enter the zip code for the APO/FPO location.

Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port.

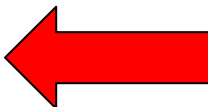
For temporary military duty locations under 90 days, list your permanent address instead. You should use your APO/FPO address if you lived overseas.

**Dates of Activity**

Date	Month/Year	Est./Pres.
From:	Jan(01) / 2003	
To:		Present

**Street Address**

Street:		
City:	APO/FPO ADDRESS	
Provide Country if outside the United States; otherwise, provide State and Zip Code.		
State:	APO/FPO Europe (AE)	Zip Code: 000000
Country:	<a href="#">(List)</a>	



**Person Who Knew You**

For any address in the last 3 years, list a person who knew you at this address, and who preferably still lives in that area (do not list people for residences completely outside this 3-year period, and do not list your spouse, former spouses, or other relatives).

Name

**11.Q. I can't remember the exact dates for each residence, what should I do?**

- A. An estimated date should be used with "Estimated" selected by the dates.

**12.Q. I had two addresses for the same time period. Do I need to provide both?**

- A. Yes.

**13.Q. Do you want the addresses for my "own" apartments/homes, or also if I lived with someone else?**

- A. Provide the addresses of everywhere you lived (whether in your name or someone else's) for the entire 5-year timeframe

## SECTION 9 – WHERE YOU WENT TO SCHOOL

### 1. Q. What if I can't remember the exact dates I went to a particular school?

A. An estimated date should be used and select "Estimated" by the dates.

### 2. Q. Am I required to provide the street address for the school?

A. Yes. However if unknown provide the city and state and select the "I do not know the requested information" when a warning message appears and explain in the comments field.

**Entry Details**

Provide the requested information about this school you attended. For correspondence schools and extension classes, provide the address where the records are maintained.

**Dates of Activity**

Date	Month/Year	Est./Pres.
From:	Sep(09) / 1995	Estimated
To:	Jun(06) / 1998	Estimated

**School Type**

High School  
 College/University/Military College  
 Vocational/Technical/Trade School

**School Name**  
 KICK ROCKS HIGH SCHOOL

**Street Address**

Street: MUDSLIDE AVE  
 City: CINCINNATI  
 Provide Country if outside the United States; otherwise, provide State and Zip Code.  
 State: Ohio (OH) Zip Code: 45208  
 Country:

Provide a detailed entry for each degree, diploma, etc. you received from this school.

**Degree/Diploma/Other**

#	Dates Awarded	Degree/Diploma/Other	Actions
1.	Date Awarded Month/Year Est. Jun(06) / 1998 <input type="checkbox"/>	DIPLOMA	Delete
2.	Date Awarded Month/Year Est. / / <input type="checkbox"/>		

Add A Blank Entry

**Additional Comments**  
 Note: If you need to provide any additional comments about this information, enter them below.  
 THE SCHOOL IS CLOSED. I DONT KNOW THE STREET NUMBER FOR THE ADDRESS.

Save Cancel Delete Reset this Screen

3. **Q. I graduated from high school two years ago, but they have since closed and I don't remember the address. What should I do?**  
 A. Annotate "School Closed" in the street address section. You must also list the city, state and zip code of where the school was located when you attended.


Dates of Activity		
Date	Month/Year	Est./Pres.
From:	Sep(09) / 1995	Estimated
To:	Jun(06) / 1998	Estimated

**School Type**

High School  
 College/University/Military College  
 Vocational/Technical/Trade School

**School Name**  
 KICK ROCKS HIGH SCHOOL

**Street Address**

Street: MUDSLIDE AVE (SCHOOL CLOSED) 

City: CINCINNATI

Provide Country if outside the United States; otherwise, provide State and Zip Code.

State: Ohio (OH) Zip Code: 45208

Country: [\(List\)](#)

Provide a detailed entry for each degree, diploma, etc. you received from this school.

4. **Q. I took a correspondence course over the internet last year and I don't know the address. What should I do?**  
 A. Go to the school's website on the internet and click on "contact us". It should have the mailing address of the school.
5. **Q. Should I put my education on the SF85 if it was more than 6 years ago?**  
 A. Yes. All education within the last 5 years and the most recent degree earned must be shown.
6. **Q. What should I put if I am still attending school?**  
 A. Your current information and dates (to present).

Section 9: Where You Went To School			OMB No. 3206-0005 Form: SF85
<b>Entry Details</b>			
Provide the requested information about this school you attended. For correspondence schools and extension classes, provide the address where the records are maintained.			
Dates of Activity			
Date	Month/Year	Est./Pres.	
From:	Sep(09) / 2006		
To:		Present	

**School Type**

High School  
 College/University/Military College  
 Vocational/Technical/Trade School

**School Name**  
 KICK ROCKS HIGH SCHOOL

**7. Q. Do I need to provide my high school?**

A. Yes. If you attended within the last 5 years or if it is the most recent diploma/degree earned.

**8. Q. If I don't have additional or higher education after high school and it has been more than 5 years since I graduated from high school, may I leave it blank?**

A. No. If you do not have any additional or higher education following high school and it has been more than 5 years since you graduated, you still need to provide us with your high school information.

**9. Q. What if I don't know what city it is in?**

A. Contact the school to get the information.

**10.Q. I have more than three degrees to enter in Section 9. What should I do?**

A. Add the dates and degree information and then click "Add a Blank Entry". This will allow you to list additional degree information.

Provide a detailed entry for each degree, diploma, etc. you received from this school.

#	Dates Awarded	Degree/Diploma/Other	Actions
1.	Date Awarded Month/Year Est. Jun(06) / 1998 <input type="checkbox"/>	DIPLOMA	Delete
2.	Date Awarded Month/Year Est. /		

Add A Blank Entry

**Additional Comments**  
Note: If you need to provide any additional comments about this information, enter them below.

Save Cancel Delete Reset this Screen

**11.Q. Am I required to enter the zip code?**

A. Yes. If not, you must select the box that says "I do not know the requested information" when a warning message appears and explain in the comments field, in order to exit this section.

## SECTION 10 – YOUR EMPLOYMENT ACTIVITIES

**1. Q. I have completed this section, but am receiving an error message requiring me to account for all periods of employment, without breaks, for the previous 5 years. Why?**

A. You cannot have any gaps of time between dates. When listing the dates of employment, there can be no time lapse between the end date of your last employment/unemployment and the start date of your next employment/unemployment. You must indicate all periods of self-employment, unemployment or vacation as appropriate. Any gaps in these dates will prompt an error message.

**Section 10: Your Employment Activities**  
Section Summary

OMB No. 3206-0005  
Form: SF85

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Provide a detailed entry for each of your employment activities for the last 5 years. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire 5-year period must be accounted for without breaks, but you need not list employments before your 16th birthday.

**Summary of Your Employment Activities**

#	Time Period	Type of Employment	Actions
1	From 01/2004 To Present	Other	<a href="#">Edit</a> <a href="#">Delete</a>
2	From 01/2003 To 01/2004	Self-employment	<a href="#">Edit</a> <a href="#">Delete</a>
3	From 01/2000 To 01/2003	Other	<a href="#">Edit</a> <a href="#">Delete</a>
4	From 01/1999 To 01/2000	Unemployment	<a href="#">Edit</a> <a href="#">Delete</a>
5	From 07/1998 To 01/1999	Other	<a href="#">Edit</a> <a href="#">Delete</a>

[Add an Entry](#)

---

**Additional Comments**  
Note: If you need to provide any additional comments about this information, enter them below.

**2. Q. How should I reflect retirement?**

A. Select 'Other' and annotate 'Retirement' in the comments field.

**3. Q. Am I required to provide the complete mailing addresses with the zip code?**

A. Yes. We need the company name, street number, street name, city, state and zip code.

**4. Q. I worked at a remote site, an airport terminal, and there is no street address. What should I do?**

A. Under "Employer's street address" provide the employer's complete mailing address and under "Street address of job location" (if different than Employer's address), list the location. For example: Terminal (A) DFW International Airport, DFW 75162.

**5. Q. Can I use a PO Box?**

A. No. It must be the actual physical address of the building.

**6. Q. Can I use an e-mail address?**

A. No.



7. **Q. Am I required to provide a complete address and information if I am a current Federal Employee?**  
 A. Yes.
8. **Q. Can Personnel access the address information for me to put on the form?**  
 A. No. Applicants/Employees are responsible for finding/providing required information for the SF85.
9. **Q. Do I use the company name or the supervisor's name for the employer?**  
 A. The company name is required.
10. **Q. What do I put if I have never worked?**  
 A. In Section 10, Click on the "Add an Entry" button.

Help · Display · Logout      Navigation: SF85 Section 10: Your Employment Activities      Go

**Section 10: Your Employment Activities**      OMB No. 3206-0005  
 Section Summary      Form: SF85

Provide a detailed entry for each of your employment activities for the last 5 years. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire 5-year period must be accounted for without breaks, but you need not list employments before your 16th birthday.

**Summary of Your Employment Activities**

#	Time Period	Type of Employment	Actions
1	From 01/2004 To Present	Other	Edit Delete
2	From 01/2003 To 01/2004	Self-employment	Edit Delete
3	From 01/2000 To 01/2003	Other	Edit Delete
4	From 01/1999 To 01/2000	Unemployment	Edit Delete
5	From 07/1998 To 01/1999	Other	Edit Delete

Add an Entry

**Additional Comments**  
 Note: If you need to provide any additional comments about this information, enter them below.

Select "Unemployment". (See next page for final step)

Help · Display · Logout      Navigation: SF85 Section 10: Your Employment Activities      Go

**Section 10: Your Employment Activities**      OMB No. 3206-0005  
 Select Employment Type      Form: SF85

Use one of the codes listed below to identify the type of employment:

**Type of Employment**

- Active military duty stations
- National Guard/Reserve
- U.S.P.H.S. Commissioned Corps
- Other Federal employment
- State Government (Non-Federal employment)
- Self-employment
- Unemployment
- Federal Contractor
- Other

Save    Cancel    Reset this Screen

Provide the dates of the unemployment and verifier information (required).

Entry Details		
<b>Dates of Activity</b>		
<b>Date</b>	<b>Month/Year</b>	<b>Est./Pres.</b>
From:	Jan(01) / 2006	
To:	Jun(06) / 2006	
<b>Type of Employment</b>		
Unemployment		
List the name of the person who can verify your unemployment.		
<b>Verifier Name</b>		
JOHN SMITH		
<b>Verifier's Street Address</b>		
Street:	66 RESTRICTED BLVD	
City:	CINCINNATI	
Provide Country if outside the United States; otherwise, provide State and Zip Code.		
State:	Ohio (OH)	Zip Code: 45202
Country:		
	<a href="#">(List)</a>	

**11. Q. Am I required to provide the verifier's complete address?**

A. Yes.

**12. Q. What if I don't have my verifier's address information?**

A. Contact the verifier and get the information to provide on the form.

**13. Q. What should I do if my prior employer has gone out of business?**

A. Provide the employment information, then annotate "out of business" or "closed" in the comments field.

**14. Q. Do I need the complete business name or can I use initials?**

A. Yes. Provide the complete business name of the company. For example, IRS would be shown as Internal Revenue Service.

**15. Q. What if my employer is out of state and I only have the PO Box for the address?**

A. Contact the company to get the physical street number address of the building.

**16. Q. As a Reservist, am I required to provide other employment information?**

A. Yes. You must provide other employment information or periods of unemployment with the dates.

**17. Q. If I worked for Temp Agencies, do I put the Agency as my employer or the job that I was sent to work as my employer, or do I use both?**

A. Do not list both. The Temp Agency that you work for is the employer and that is what is required, not the job assignments.

**18.Q. If I only worked for one day or one week, am I required to put that on the SF85?**

A. Yes. All employment activities need to be listed for the past 5 years.

**19.Q. Am I required to provide employment that doesn't apply as experience for the job that I am applying for?**

A. Yes. All employment activities need to be listed for the past 5 years.

**20.Q. If I am self-employed, what should I use?**

A. Select "Self-employment" along with your verifier information.

**21.Q. If I am self-employed, can I use my spouse as my verifier?**

A. Yes.

**22.Q. Can I list my spouse as a verifier if I was unemployed more than once?**

A. Yes. However it is preferred that you use a different verifier for each period of unemployment.

**23.Q. What if I don't remember my supervisor's name?**

A. You may enter "Unknown" in the supervisor field and explain in the additional comments field. You may also leave it blank and click "Save". You must then select "I do not know the requested information" when a warning message appears and explain in the comments field.

**24.Q. What if I don't remember the phone number?**

A. It can be left blank.

**25.Q. What if I don't remember the address of the company?**

A. Contact the employer to obtain the actual physical mailing address.

**26.Q. Should I choose "Unemployment" if I am not collecting unemployment benefits? Can I use the Unemployment Office as a verifier, and if I am unemployed but receiving unemployment benefits, can I still choose "Unemployment"?**

A. All periods of unemployment must be accounted for. This has nothing to do with collecting benefits. You can use the Unemployment Office as a verifier only if you have a counselor you are working with and have complete information with regard to name and address and telephone number. Select "Unemployment" and input the data.

## SECTION 11 – PEOPLE WHO KNOW YOU WELL

1. **Q. What if I don't have this information because I don't have any references?**  
A. You must provide two complete names and US mailing addresses.
2. **Q. What if I don't know anyone, can I use relatives?**  
A. No. They should be good friends, peers, colleagues, co-workers, college roommates, etc.
3. **Q. What if I don't have the complete mailing address or dates?**  
A. Contact your references to get the complete information that is required.
4. **Q. What if my reference only has a PO Box for their address?**  
A. You need to use references with US street mailing addresses for their residences.
5. **Q. Can I use references that live outside the US?**  
A. No. References must have US street mailing addresses.
6. **Q. Can I use a reference if I only have a phone number?**  
A. No. A US street mailing address is required.
7. **Q. What if I have the address and no phone number?**  
A. The phone number can be omitted as long as a complete US street mailing address is used.
8. **Q. What if I only know the year and not the month, or the month and not the year of when I met my reference?**  
A. An estimated date must be used along with selecting "Estimated" next to the date.
9. **Q. I cannot enter "Present" for the "Dates Known". What should I do?**  
A. You must enter the present month and the present year for the "From" date and then you can select "Present" in the "To" section.

Entry Details		
<b>Dates Known</b>		
<b>Date</b>	<b>Month/Year</b>	<b>Est/Pres.</b>
From:	Jan(01) / 1980	Estimated
To:		Present
<b>Name</b>		
JOHN SMITH		
<b>Home or Work Address</b>		
Street: 22 LAUGH A LOT LANE		
City: CINCINNATI		
Provide Country if outside the United States; otherwise, provide State and Zip Code.		
State: Ohio (OH)		Zip Code: 45202
Country: <a href="#">(List)</a>		
<b>Telephone Number</b>		
Number		Time
<b>Additional Comments</b>		

## SECTION 12 – YOUR SELECTIVE SERVICE RECORD

**1. Q. What if I am not registered with the Selective Service?**

A. If you are a male born after 12/31/1959, YOU MUST BE REGISTERED with Selective Service to be eligible to apply for employment with the IRS. Rules regarding Selective Service registration can be found at [www.sss.gov](http://www.sss.gov).

**2. Q. I went into the military straight from high school when I turned 18. Am I required to have a Selective Service number?**

A. Please check the Selective Service website at [www.sss.gov](http://www.sss.gov) or call 1-847-688-6888 to obtain your Selective Service number. If you are unable to locate your Selective Service number, enter “NO” where it asks if you have registered. In the “Legal Exemption” box enter “Enlisted at age 18 and record the branch (i.e. US Army, US Navy, etc.).

**3. Q. What if I don’t remember my registration number?**

A. You can check online at [www.sss.gov](http://www.sss.gov) or call 1-847-688-6888 to access your registration number.

**4. Q. How do I find out if I am registered?**

A. Check online at [www.sss.gov](http://www.sss.gov) or call 1-847-688-6888.

**5. Q. How do I register?**

A. You can register online at [www.sss.gov](http://www.sss.gov).

## SECTION 13 – YOUR MILITARY HISTORY

### 1. Q. How do I list my military service? I have several different periods of military service in the last ten years.

A. You need to provide each period of military service separately. To begin, click “Add an Entry”.


Answer the following questions.

#	Question	Yes	No
a.	Have you served in the United States military?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Have you served in the United States Merchant Marine?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

List all of your military service below, including service in Reserve, National Guard, and U.S. Merchant Marine. If you had a break in service, each separate period should be listed. If your service was with other than the U.S. Armed Forces, identify the country for which you served.

Summary of Your Military History  
Not Applicable

#	Time Period	Branch of Service
		<input type="button" value="Add an Entry"/>



Check the Branch of Service and click “Save”.

Help · Display · Logout      Navigation: SF85 Section 13: Your Military History      Go

### Section 13: Your Military History

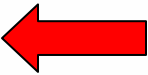
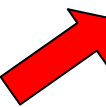
Select Branch of Service      OMB No. 3206-0005  
Form: SF85

Use one of the codes listed below to identify your branch of service:

Branch of Service

- Air Force
- Army
- Navy
- Marine Corps
- Coast Guard
- Merchant Marine
- National Guard



List the dates of service, Service/Certificate number, rank, status, country if other than U.S. Armed Services, provide any additional comments if needed, and click “Save”.

Help · Display · Logout      Navigation: SF85 Section 13: Your Military History      Go

**Section 13: Your Military History**      OMB No. 3206-0005  
Entry Details      Form: SF85

**Dates of Activity**

Date	Month/Year	Est./Pres.
From:	Jan(01) / 1998	
To:	Jan(01) / 2002	

**Branch of Service**  
Marine Corps

**Service/Certificate #**  
1333556780

**Officer or Enlisted**  
 Officer  
 Enlisted

**Status**  
 Active  
 Active Reserve  
 Inactive Reserve

If your service was with other than the U.S. Armed Forces, identify the country for which you served.

**Country**  
Country:   
(List)

**Additional Comments**  
Note: If you need to provide any additional comments about this information, enter them below.

Save   Cancel   Delete   Reset this Screen

Help · Display · Logout      Navigation: SF85 Section 13: Your Military History      Go

**Section 13: Your Military History**      OMB No. 3206-0005  
Section Summary      Form: SF85

Answer the following questions.

#	Question	Yes	No
a.	Have you served in the United States military?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Have you served in the United States Merchant Marine?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

List all of your military service below, including service in Reserve, National Guard, and U.S. Merchant Marine. If you had a break in service, each separate period should be listed. If your service was with other than the U.S. Armed Forces, identify the country for which you served.

**Summary of Your Military History**  
Not Applicable

#	Time Period	Branch of Service	Actions
1	From 01/1998 To 01/2002	Marine Corps	Edit   Delete

Add an Entry

**Additional Comments**  
Note: If you need to provide any additional comments about this information, enter them below.

Save   Cancel   Delete   Reset this Screen

## SECTION 14 – ILLEGAL DRUGS

1. **Q. If I disclose that I have used drugs, will that prevent me from getting a position?**
  - A. Drug use is a suitability issue and will be adjudicated by the Agency.
  
2. **Q. What if I am unsure of the dates I used drugs?**
  - A. You must provide estimated dates, and then select “Estimated” by the dates.
  
3. **Q. What if I don’t know what drug(s) I used?**
  - A. Enter “Unknown” in the substance field and enter all information you do have, including a thorough explanation and any additional comments.

The screenshot shows a web-based form titled "Section 14: Illegal Drugs" with the subtitle "Entry Details". The form includes a navigation bar at the top with "Help · Display · Logout" and "Navigation: SF85 Section 14: Illegal Drugs" with a "Go" button. The OMB No. 3206-0005 and Form SF85 are also visible.

The form contains the following sections:

- Date(s) of Activity:** A table with columns "Date", "Month/Year", and "Est./Pres.". The "From:" row shows "Jan(01) / 2000" and "Estimated". The "To:" row shows "Jan(01) / 2000" and "Estimated". A red arrow points to the "Estimated" dropdown in the "To:" row.
- Type of Substance:** A text field containing "UNKNOWN". A red arrow points to this field.
- Explanation:** A text area containing the text: "I WAS GIVEN A HALLUCINAGENIC DRUG AT A PARTY. I DON'T KNOW WHAT I WAS GIVEN. I HAVE NEVER HAD DRUGS BEFORE OF AFTER THAT ONE TIME." A red arrow points to this text area.
- Additional Comments:** A text area with a note: "Note: If you need to provide any additional comments about this information, enter them below." A red arrow points to this text area.

At the bottom of the form are three buttons: "Save", "Cancel", and "Reset this Screen".



## **Certification That My Answers Are True**

- 1. Q. When I sign my name, do I have to sign my full legal name with middle name?**  
A. Yes.

## **Authorization For Release of Information**

- 1. Q. Do I have to sign and print my full legal name, including my middle name?**  
A. Yes.
- 2. Q. Is it a problem if I draw a slash through the number 7?**  
A. Yes. It makes the dates unclear for OPM processing. Do not alter the numbers when entering dates.
- 3. Q. If I forget something and omit information that should be on the SF85, how can I add the information to the form after I have submitted it?**  
A. Contact the IRS Employee Resource Center (ERC) at 1-866-743-5748, select Option 1 and follow the voice prompts for e-QIP assistance.