

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
FINGERPRINT REQUEST

SPONSOR: All fingerprint requests must be authorized by a Sponsor (Human Capital, COTR, or Branch-level Supervisor). This form must be completed and signed by the Supervisor before it can be accepted at the time of the fingerprint appointment.

APPLICANT: Bring this form (remember to sign on reverse) and two (2) valid and legible forms of identification, one (1) of which must include a photo, to the Badge and Enrollment Office to have your fingerprints collected.

Sponsor must select the appropriate type of fingerprint cards.

SPONSOR: (Check one)

Human Capital

COTR

Supervisor

Name	Office/Office Symbol
Signature	Date

(Applicant must sign the Privacy Act Statement on reverse.)

APPLICANT:

Last Name	First Name	Middle Initial
Social Security Number	Date of Birth	Place of Birth (City, State)
Eye Color	Hair Color	Citizenship
Weight	Height	
Place of Residence		
City	State	Zip
Contract Number/Job Posting Number HSFEHQ-06-D-0570	Contract Expiration Date 09-30-2011	

Sponsor must select all that apply:

IS LOGICAL/COMPUTER ACCESS REQUIRED? (Check One)

YES

NO

Initial Fingerprint Check-Federal Employee or Contractor

FD-258 Fingerprint Cards

Background Investigation (SF85P/SF86e-QIP)

Federal Employee

Contractor

SF87 Fingerprint Cards

FD258 Fingerprint Cards

PRIVACY ACT INFORMATION

The Privacy Act, 5, U.S.C. 522a, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and when uses will be made of the information. You are hereby advised that the authority for soliciting Social Security Numbers (Sun's) is Executive Order 9397. In addition, the authority to collect each individual's "personally identifying" information is authorized under Executive Order 10450, section 2 and 3, Executive Order 12958, and Executive Order 12968, the Robert T. Stafford Relief and Emergency Assistance Act, P.L. 93-288, as amended (42 U.S.C. 5149)(b), and the Privacy Act system of records, the Personnel Security System. The social security numbers and all "personally identifiable" information will be used to identify individuals as required for the purpose of hiring and employment, including background checks. Such "personally identifiable" information is required before each individual can be hired and granted access to agency-controlled facilities, computers, databases, and other agency systems. Although disclosure of social security numbers is not mandatory, failure to do so may impede the processing of each individual's application for employment. In addition, failure to provide complete "personally identifying" information may impede the processing of each individual's application for employment.

Signature

Date

For Contractors and non government approved organizations:

I have read and acknowledge the above Privacy Act Statement and approve that my information be used to conduct a National Crime Information Center check prior to my access to FEMA facilities. I also agree to provide my fingerprints for the FBI Criminal History check and receive a favorable adjudication of the fingerprint results for continued access to FEMA facilities.

Signature

Date

For FEMA and Other government agency employees:

I have read and acknowledge the above Privacy Act Statement and approve that my information be used to conduct a National Crime Information Center check prior to my Access to FEMA facilities. I also agree to provide my fingerprints for the FBI Crime History check and receive a favorable adjudication of the fingerprint results for continued access to FEMA facilities. Should I already be employed, an unfavorable adjudication may result in my immediate release and termination from FEMA employment with no further appeal.

Fingerprint Request FAQ

Why are fingerprints collected?

If you are joining FEMA as a new employee or as a contractor and you do **NOT** have a valid Background Investigation, you must have your fingerprints collected.

Current FEMA employees who are upgrading their position sensitivity (Public Trust - Moderate Risk to High Risk, Public to Secret or above, etc.) or are completing a Periodic Re-investigation only must have a new fingerprints taken for the new OPM Background Investigation (SF-87).

What type of fingerprint cards are required?

If your expected length of FEMA service is less than 180 days, select the box for "Initial Fingerprint check - Federal Employee or contractor" If your length of service is greater than 180 days, select the box for "Initial Fingerprint check - Federal Employee or Contractor" **AND** the correct box (distinguish between Contractor and Federal Employee) for the "Background Investigation".

What is a valid Background Investigation?

A Background Investigation performed by a Federal Agency that has been verified by FEMA Personnel Security for reciprocity purposes. Factors that influence validity include time (when was this investigation performed) and appropriateness (does the level of investigation match the requirements for FEMA and this position).

Questions?

Please contact FEMA Personnel Security with any questions regarding this form or fingerprint collection process at (202) 646-3790.