

FEMA INVESTIGATION PACKET CHECKLIST

This Checklist must be included in each packet submitted.

FEDERAL CONTRACTOR

Name: _____ Date: _____

Contact Number: (Day) _____ (Evening) _____

**Your packet must contain the documents listed below.
Please initial beside each document to verify that it is included.**

_____ **e-QIP Signature Pages (3)** Printed at the end of the on-line process:

- The Signature Form Certifying that your answers are true
- The Authorization For Release of Information
- The Authorization for Release of Medical Information

_____ **FD-258 Applicant Fingerprint Cards** PaRR will have these if you were recently fingerprinted by us. We will add these to your packet when we receive it from you. Please contact us with any questions.

_____ **FEMA Fingerprint Request Form 121-2-1** This form is required for your e-QIP packet even though you completed one with your original fingerprints. Please complete and include as required in your e-QIP packet.

The following two forms came as attachments to your e-QIP instruction e-mail along with this checklist and must be included in your packet:

_____ **Credit Release Authorization** (Signed)

_____ **DHS Form 11000-6 (08-04) Non-Disclosure Agreement.**

- Be sure to include initials (p.1) and sign (p.3) as instructed, including the signature of a witness. NOTE: "Authorized Entity" on p.1 is "FEMA".

Send the completed packet and this checklist to:

PaRR Inspections
188 Brooke Rd. Suite 300
Winchester, Va. 22603
Attn: e-QIP Coordinator