

Frequently Asked Questions:

Do I have to be a U.S. citizen to do housing inspections for FEMA?

Yes, you do have to be a U.S. citizen.

What does the background investigation process include?

The background process includes two parts: submitting fingerprints and completing an on-line Electronic Questionnaire for Investigations Processing (“e-QIP”).

I submitted fingerprints and/or did my e-QIP with PB. Do I need to do these again with PaRR?

You **do not** need to complete the background process for each contractor. Simply contact us and let us know by email at background@parrinspections.com if you are or have completed it with PB and we will request your status from

FEMA to update our database.

When can I have my fingerprints taken? You are able to have your fingerprints taken when you have completed the on-line tutorials, completed the required on-line forms and received your inspector id.

Where can I have my fingerprints taken? You have 2 options:

1. Enroll in and attend a Mock Inspection Class. PaRR will provide fingerprinting services at that class free of charge. This is the recommended option. 2. Request a fingerprint packet from PaRR

and go to a local law enforcement agency or private business in your area that provides fingerprinting services.

I cannot get to a class and need a fingerprint packet. How do I get one?

If you need a fingerprint packet, contact us at background@parrinspections.com, or call 1-800-758-0362, and we will send one to you.

When do I submit the SF85p?

The SF85p is the worksheet you need to complete in preparation for completing the on-line e-QIP. You will complete and submit your electronic e-QIP after your fingerprints come back favorable and you have been contacted by PaRR. By completing and submitting your worksheet to PaRR now, our staff can review the SF85p and help you avoid common errors and omissions. An incomplete e-QIP will delay your deployment eligibility. For more information please check out the Fingerprint and Background Check Process link found in the Information tab.

Why are there four (4) fingerprint cards in my packet?

One (1) card is submitted initially for the FBI background check. Two (2) will be submitted when you complete your “e-QIP”. One (1) is kept on file here at PaRR as back up if requested by FEMA.

How often will I have to submit fingerprints?

If you complete your background process efficiently and in a timely manner, you may not have to submit prints for as many as ten years.

How do I know if PaRR received my fingerprint packet?

If you want to receive confirmation that PaRR received your prints, we suggest you request delivery confirmation when you put them in the mail. You can also contact us at background@parrinspections.com for delivery verification.

When will I know the results of my fingerprint background check?

PaRR will contact you as soon as we receive your fingerprint results. If you had your prints taken at a class by PaRR, this may take 7-10 days. If you had your prints taken on your own and submitted a packet, it may take 4-6 weeks to receive a determination from FEMA.

What is the next step after receiving favorable results?

You will be contacted by PaRR letting you know it is time to access and complete your on-line “e-QIP”. When you receive your notification, use the SF-85P form you completed earlier and respond promptly as the process is time-sensitive.

Why have my fingerprints been rejected? The most frequent causes are:

Did not provide proper documentation.

Not a US Citizen.

Documents not valid or do not bare the proper signature

Other than “favorable”, what other fingerprint determinations are there and what do they mean?

UNFAVORABLE means that, based on your background check, FEMA has determined that you are not eligible to provide subcontract services at this time. After 12 months from the date of your “unfavorable” determination, you are able to resubmit new prints for reconsideration.

PENDING FURTHER REVIEW means that FEMA needs either clarification of information or additional information to complete your background investigation. You should receive a letter requesting further information from FEMA 30-45 days from the date of your PFR determination. Once received, you must return the requested information to FEMA within 30 calendar days of the date of your letter. If not received by FEMA within 30 days, you may receive an “unfavorable” determination and will be ineligible to resubmit prints for 12 months.

The e-QIP process looks pretty involved. What do I do if I have a question or need help?

The e-QIP process is really not as cumbersome as it looks. The most important thing to do is to read and follow the instructions thoroughly before beginning so you know exactly what is expected of you. Completing the hardcopy SF-85P ahead of time as directed will also save you time when you go to complete your on-line form. Step by step instructions and additional required forms will be provided with your Orientation email. As always, if you need any assistance along the way, we want you to contact the background department.

Why do I need to send my completed e-QIP packet to PaRR and not directly to FEMA?

We have you send your packet to PaRR for two main reasons. First, we will review your packet to make sure all required documents are enclosed and completed correctly. This way if we find an error, we can contact you immediately to make corrections before it gets to FEMA. Second, we will track the delivery and receipt of your packet at FEMA and monitor your progress through the e-QIP process.

How will I know the status of my e-QIP?

Just as with your fingerprints, once you are found to be “e-QIP Favorable”, PaRR will send you an email letting you know what your results are. If FEMA determines that they need additional information from you in order to complete your e-QIP, you will receive a letter from FEMA specifying precisely what information they need. If you receive such a letter, it is important that you respond to FEMA’s request within the time allowed. As with Pending Further Review above, please let us know if you receive a request for further information from FEMA. We will assist you any way we can.

If you have additional questions about any part of the fingerprint or e-QIP process, contact the Background Department via e-mail at background@parrinspections.com or call 1-800-758-0362, select option #4 in the first menu and ask the agent to transfer you to the Background Department.

For details, fax numbers, and documents, please consult the Fingerprint and Background Check Process link found under the Information link.