

Background Investigation FAQs:

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 Electronic Questionnaire for Investigations Processing form known as “e-QIP”.

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

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

When can I have my fingerprints taken?

- You are eligible to have your fingerprints taken after you have completed the online application at parrinspections.com.

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

- If possible, we recommend that you register for and attend a free PaRR Fingerprint Session in your area. Check the website for locations and dates.
- If unable to attend a Fingerprint Session, then simply request a fingerprint packet from PaRR to have your fingerprints taken at a location in your area. We suggest you check with a local law enforcement agency to see if they can take your fingerprints for you.

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

- To receive a fingerprint packet with instructions, contact us by email at background@parrinspections.com, or call 1-800-758-0362, and we will send one out to you right away.

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 again 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 that 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. Depending on how your prints were taken and submitted, this may take somewhere between 3-6 weeks.

What is the next step after receiving favorable results?

- You will be contacted by PaRR to assist you in completing your “e-QIP” portion of the background investigation process.

What might cause my fingerprints to be rejected? The most frequent causes are:

- Cards submitted incomplete.
- 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. If found to be “unfavorable”, you should receive a letter from FEMA informing you of this determination. As to why you received this determination, you would need to contact FEMA as PaRR is not made aware of this information.
- **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. **In the event that you receive a Pending Further Review notice from FEMA, please contact our background department and we will assist you in any way we can.**

What do I do if I have a question or need help with my “e-QIP”?

- The most important thing to do is to read and follow the instructions thoroughly before beginning your “e-QIP” so you know what is required. We recommend that you complete the hardcopy SF-85p ahead of time to save you time when you go to complete your on-line form. Complete instructions and additional required forms will be provided via email when you begin your “e-QIP”.. As always, if you need any assistance along the way, we want you to contact the background department at PaRR.

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 notify you via email.

What does “e-QIP favorable” mean?

- “e-QIP favorable” means that your “e-QIP” packet has been received by FEMA and the background investigation is able to begin.
- Unless you hear different from FEMA, an “e-QIP favorable” determination is good for up to 10 years.

How will I know if FEMA needs more information to complete my “e-QIP”?

- 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. Please let us know if you receive a request for additional 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, please contact the Background Department via e-mail at background@parrinspections.com or call 1-800-758-0362, select option #1, enter your inspector ID number and follow the prompts. If you do not yet have an inspector number, select option #4 for assistance.