

# SECURITY CHECKLIST FORM

*Completed By Applicant*

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(First, Middle - if none put "NMN", Last)

Date of Birth (mm/dd/yyyy) : \_\_\_\_\_ Place of Birth (City, State / Country): \_\_\_\_\_

US Citizen: Yes No Dual Citizenship: Yes No If yes, Country: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Marital Status: \_\_\_\_\_

CURRENT Clearance: Yes No Not Sure N/A

Clearance Level: Active In Active Not Sure N/A

The Privacy Act of 1974 was passed to establish controls over what personal information is and can be collected, maintained, used, and/or disseminated by agencies in the Executive branch of the Federal Government. It provides safeguards against invasion of personal privacy through the misuse of records by Federal Agencies and only applies to records located in a "system of records" which includes "a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol or other identifying particular assigned to the individual.

Your information will be used by the KMS security office to verify your Department of Defense (DoD) security clearance eligibility status as reflected in the Joint Personnel Adjudication System (JPAS), which is the DoD "system of record" repository database for clearance eligibility determination and access to classified information, as well as the precluded justification of any contingent offers to hire to responsibilities and perspective contract designations fulfill obligations and/or requirements of any company.

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## Personnel Security Request *(Completed by Department Manager)*

Defense Security Service requires all request for personnel security clearances be limited only to those individuals whose access to classified information is mandatory in the performance of duties required in meeting contractual obligations. Additionally, requests are to be limited to the minimal number of personnel necessary for operational efficiency and shall not be made to establish "pools" of cleared personnel.

Contract #: \_\_\_\_\_ Work Location: \_\_\_\_\_

Justification/Position/Purpose: \_\_\_\_\_

Clearance Level Required: \_\_\_\_\_ Ft Pt Consultant Temp Intern

Anticipated Work Start Date: \_\_\_\_\_ (mm/dd/yyyy)

Requestor Certification: I hereby certify that access to classified information is authorized at the level indicated, and is essential in the performance of duties on the above referenced contract.

Requestor Name: (Printed) \_\_\_\_\_ Position: \_\_\_\_\_  
(Signed) \_\_\_\_\_ Date: \_\_\_\_\_

## Security Verification

Level of Clearance	Date of clearance	Granting Agency	Investigation Date	Investigation Type
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Comments:

KMS Solutions Security: (Printed) \_\_\_\_\_ Position/Region: \_\_\_\_\_  
(Signed) \_\_\_\_\_ Date: \_\_\_\_\_