

U.S. Department of Commerce - Office of Security  
Security Coversheet / Request for Investigation Coversheet



Date: \_\_\_\_\_

Status:		Volunteer/Student							
Federal Employee		Associate/Guest							
Contractor		Foreign National *(See Note 3)							
Bureau / Line Office									
Legal Name (First, Middle, Last)									
Other Names Used (example: Maiden Name)									
Social Security Number	Gender		Date of Birth (MM/DD/YYYY)						
	Male	Female							
Place of Birth (City, State, Country)									
Country of Citizenship	Dual Citizenship								
Subject's Email Address									
Visa Number	Alien Registration Number								
Position Title									
Geographic Code (If Employee)		Nature of Action Code (If Employee)							
Duty Station (complete address)									
Start Date (EOD)	End Date								
Contract Company	Contract Number								
Supervisor / COR	Supervisor's / COR's Phone #								
HR/COR/Sponsor Email									
HR/COR/Sponsor Signature									
Previous Federal / DOC Work Dates									
Type of investigation (check one)	Prints (less than 30 days)	SAC (less than 179 days)	NACI	CNACI					
	ANACI	MBI	BI	SSBI					
Position Sensitivity (check one)	Low Risk		Moderate Risk	High Risk					
	Noncritical-Sensitive		Critical-Sensitive	Special-Sensitive					
<b>Mandatory Financial Fields for Processing Background Investigations</b>									
Treasury Account Symbol (TAS) <i>*fill in all active fields</i>	SP	ATA	AID	BPOA	EPOA	A	Main	Sub	Format
									C
Accounting Data	Organization code								
	Project code								

NOTES:

1. It is critically important that the TAS fields are accurately populated because they identify the fund account that will be used to pay for your investigation. If you don't know your TAS code you will need to consult your local finance or budget office.
2. **Treasury Account Symbol must be provided and all fields completed. No actions will be processed without this information.**
3. You must complete additional requirements listed in DAO 207-12 to obtain authorization for foreign national access to a DOC facility. Please contact your Servicing Security Office if you have any questions.
4. Do not email this when filled-out. It will contain Personally Identifiable Information (PII).