

Request for NRC Contractor SECURITY CLEARANCE

REVISED 03/19/12

Instructions (TO BE COMPLETED BY PROJECT OFFICER):

- When requesting an NRC security clearance for a contractor employee, the NRC Project Officer (PO) will determine if the individual has a current/prior investigation or clearance granted. If the applicant **HAS** a prior investigation or clearance, the PO will complete Part A through C, sign and date. Deliver this form and the NRC Form 237- Request for Access Authorization, and the NRC Form 89 - Badge Request to the Personnel Security Branch (PSB). PSB will then determine if building access can be approved based on reciprocity.
- If the contractor employee has **NOT** had a prior investigation or clearance, the PO will complete Part A through D, sign and date. Deliver this form, the NRC Form 237 - Request for Access Authorization and the NRC Form 89 - Badge Request to PSB. The PO should forward the remaining information to the applicant (items 7 and 8 under Part D). PSB will initiate applicant into the Electronic Questionnaires for Investigations Processing (e-QIP) system and notify the PO. PSB will then notify the applicant to access the e-QIP system, via the internet, to complete the Questionnaire for National Security Positions - Standard Form 86 (SF-86). Once completed, the applicant is responsible for submitting all forms directly to PSB. **The applicant will not be processed until all information is received.**
- Forms will be submitted to PSB, the 5th floor of Twinbrook (C corridor) or mail to PSB, Mail Stop TWB-5B32M.

PART A - APPLICANTS CLEARANCE/INVESTIGATION STATUS

- Has a background investigation been conducted within the last 5 years? No Yes =>
- Has the applicant been granted a Security clearance by another agency? No Yes =>

Investigation Type: _____
Clearance Level: _____
Date Granted: _____
Agency/Branch: _____

PART B - APPLICANT INFORMATION (Type or Print Legibly)

- NAME: _____

Last	First	Middle	Suffix
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- SSN: _____
- DATE OF BIRTH: _____
- PLACE OF BIRTH: _____

City	State	Country (if not the United States)
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- CURRENT ADDRESS: _____
- DAYTIME TELEPHONE #: _____
- E-MAIL: _____

PART C - TYPE OF ACCESS

Select type of access/clearance required: L LH Q

PART D - REQUIRED DOCUMENTS

The PO is responsible for forwarding the remaining information (items 7 and 8) to the applicant. The applicant is responsible for completing and submitting ALL forms listed below directly to PSB. The applicant will not be processed until all information is received.

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| 7. FD 258 - Finger Print Cards (Two); | c. Authorization for Release of Medical Information (if applicable) |
| 8. NRC Form 176 - Security Acknowledgement; | d. Fair Credit Reporting Disclosure and Authorization |
| 9. Signature Pages of SF-86: | |
| a. Certification That All Answers Are True | |
| b. Authorization for Release of Information | |

Printed Name: _____

Project Officer	Phone	Date
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Signature: _____

Project Officer (Sign in Ink)	Name of Contract
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PRIVACY ACT STATEMENT
NRC FORM 850C
Request for NRC Contractor Security Clearance

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission on NRC Form 850C. This information is maintained in a system of records designated as NRC-39, described at 77 *Federal Register* 67231 (November 8, 2012), or the most recent *Federal Register* publication of the Nuclear Regulatory Commission's "Republication of Systems of Records Notices" that is located in NRC's Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 42 U.S.C. 2011 *et seq.*; 42 U.S.C. 2165, 2201(i), 2201a, and 2284; 42 U.S.C. 5801 *et seq.*; Executive Order (E.O.) 9397, as amended by E.O. 13478; E.O. 10450, as amended; E.O. 10865, as amended; E.O. 12958, amended by E.O. 13256; E.O. 13467; E.O. 13526; 10 CFR Parts 10, 11, 14, 25, 50, 73, 95; OMB Circular No. A-130, Revised; 5 CFR 731, 732, and authorities cited therein.
2. **PRINCIPAL PURPOSE(S):** To obtain necessary Security Clearance for NRC contractors, subcontractors, or other individuals who are not applicants for employment with NRC.
3. **ROUTINE USE(S):** Information in these records may be used by the Division of Facilities and Security and on a need-to-know basis by appropriate NRC officials, Hearing Examiners, Personnel Security Review Panel members, Office of Personnel Management, Central Intelligence Agency, and other Federal agencies: a. To determine clearance or access authorization eligibility; b. To determine eligibility for access to NRC buildings or access to Federal automated information systems or data; c. To certify clearance or access authorization; d. To maintain the NRC personnel security program; e. To provide licensees information needed for unescorted access or access to safeguard information determinations; and f. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosing this information is voluntary; however, not providing the requested information your access authorization or clearance request cannot be processed.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.