

**QUESTIONNAIRE FOR  
NON-SENSITIVE POSITIONS**

OPM USE ONLY	Codes	Case Number
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**Agency Use Only (Complete items A through K using instructions provided by USOPM)**

<b>A</b> Type of Investigation	<b>B</b> Extra Coverage	<b>C</b> Nature of Action Code	<b>D</b> Date of Action	Month	Day	Year
<b>E</b> Geographic Location	<b>F</b> Position Title	<b>G</b> SON	<b>H</b> SOI			
<b>I</b> OPAC-ALC Number	<b>J</b> Accounting Data and/or Agency Case Number					
<b>K</b> Requesting Official	Name and Title	Signature	Telephone Number		Date	

**Persons completing this form should begin with the questions below.**

<b>1 FULL NAME</b> • If you have only initials in your name, use them and state (IO). • If you have no middle name, enter "NMN".	- If you are a "Jr.," "Sr.," "II," etc., enter this in the box after your middle name.	<b>2 DATE OF BIRTH</b>
Last Name	First Name	Middle Name
	Jr., II, etc.	Month Day Year

<b>3 PLACE OF BIRTH</b> - Use the two letter code for the State.	<b>4 SOCIAL SECURITY NUMBER</b>
City	County
State	Country (if not in the United States)

<b>5 OTHER NAMES USED</b> Give other names you used and the period of time you used them (for example: your maiden name, name(s) by a former marriage, former name(s), alias(es), or nickname(s)). If the other name is your maiden name, put "nee" in front of it.	
Name	Month/Year To
<b>#1</b>	<b>#3</b>
Name	Month/Year To
<b>#2</b>	<b>#4</b>
Name	Month/Year To

<b>6 SEX</b> (Mark one box)	Female <input type="checkbox"/>	Male <input type="checkbox"/>
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<b>7 CITIZENSHIP</b>	I am a U.S. citizen or national by birth in the U.S. or U.S. territory/possession. (Answer items b and d)	<b>b</b> Your Mother's Maiden Name
<b>a</b> Mark the box at the right that reflects your current citizenship status, and follow its instructions.	I am a U.S. citizen, but I was NOT born in the U.S. (Answer items b, c and d)	
	I am not a U.S. citizen. (Answer items b and e)	

**c UNITED STATES CITIZENSHIP** If you are a U.S. citizen, but were not born in the U.S., provide information about one or more of the following proofs of your citizenship.

**Naturalization Certificate (Where were you naturalized?)**

Court	City	State	Certificate Number	Month/Day/Year Issued
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**Citizenship Certificate (Where was the certificate issued?)**

City	State	Certificate Number	Month/Day/Year Issued
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**State Department Form 240 - Report of Birth Abroad of a Citizen of the United States**

Give the date the form was prepared and give an explanation if needed	Month/Day/Year	Explanation
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U.S. Passport	Passport Number	Month/Day/Year Issued
This may be either a current or previous U.S. Passport.		

<b>d DUAL CITIZENSHIP</b> If you are (or were) a dual citizen of the United States and another country, provide the name of that country in the space to the right.	Country
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<b>e ALIEN</b> If you are an alien, provide the following information:					
Place You Entered the United States:	City	State	Date You Entered U.S.	Alien Registration Number	Country(ies) of Citizenship
			Month Day Year		