Additional Security Badging Instructions

Contractor employees are required to pass a background investigation prior to being allowed to work. This will involve completing background investigation paperwork on an account created by an e-mail link after being fingerprinted. Prior to being fingerprinted standard forms, subject to periodic updates, must be sent to the COR that involves transmission of personnel information, i.e. social security numbers. Follow up RFIs (Request For Information) from the COR are common. Since the exchange of such information may include a request for passport, work visa and green card etc., which is private and confidential, all transmission of such material to the COR must be encrypted with standard adobe pdf security. Alternatively, documentation may be hand delivered to the COR. Processing a clearance typically takes from 1 to 4 weeks depending on various unique circumstances. All paperwork submitted to the COR must be typed and signed in ink when signature is required. Prospective workers may go for fingerprints at remote VA locations and other federal facilities after being sponsored locally by the facility. Scheduling these appointments is the prospective employee's responsibility. More detailed guidance will be provided by the COR and current up to date internet links provided.