



Federal Security Clearance Verification Form

Requirements for active federal security clearance verification

This document confirms the volunteer listed below has met the following requirements and should not be fingerprinted by DC Public Schools.

1. The volunteer is an employee or contractor of a federal agency and was subject to a federal background check as a condition of his/her employment.
2. The volunteer, as a condition of his/her employment, has an active federal security clearance (i.e. SECRET, TOP SECRET).
Note: A federal suitability investigation does not meet this requirement.
3. The active federal security clearance was issued on _____(mm/dd/yyyy).
4. Type of security clearance: SECRET TOP SECRET

Volunteer Information

First Name:

Last Name:

Phone Number:

Email Address:

Print – Human Resources Representative Name & Title

Signature – Human Resources Representative

Date

Phone

Email

Federal Agency Name

Federal Agency Address

City

State

Zip

Process for Volunteers:

1. Complete volunteer application.
online: dcps.dc.gov/page/volunteer-our-schools
2. Have this form signed by HR office at the granting agency
3. Send signed form, copy of negative TB test results and government issued photo ID to address below, all in one complete package.

DCPS HR Answers- 10th floor
1200 First Street, NE
Washington, DC 20002

For questions, contact HR Answers at
dcps.hranswers@dc.gov or 202-442-4090