



Background Investigation Procedure and Eligibility Requirements

Background Investigative Procedure

With your conditional job offer in hand, [log in to your FBIJobs account](#) and accept the offer. The next step is to get your background investigation started. You must successfully pass the background investigation to be cleared for hire. The background investigation can take 6 to 8 months or longer; that timeline depends on the complexity of your background, the number of places lived, overseas travel, and other factors. Although we will work diligently to finish the background investigation for all selected intern candidates, we cannot guarantee that it will be completed in time to begin the internship.

There are several components to this process: 1) the SF-86 Questionnaire for National Security Positions, 2) a Personal Security Interview, 3) fingerprinting, 4) a drug test, and 5) a polygraph examination.

The background investigation in brief:

- 1) Accept the offer and complete the SF-86.
- 2) Meet with a special agent at an FBI field office for the Personal Security Interview and to be fingerprinted, take a urinalysis drug test, and take a polygraph examination focused on your responses on the SF-86.
- 3) If you pass Step 2, investigators will also check your credit history and criminal record and conduct interviews with current and former employers, references, co-workers, personal associates, family members, and friends.

Note: Based on the information obtained during this process, you can be disqualified from selection and removed from the 2022 Honors Internship Program.

If you will need a reasonable accommodation during your background investigation, please notify the Office of Equal Employment Opportunity Affairs' (OEEOA) Reasonable Accommodation Program as soon as possible by e-mail at Reasonable_Accommodations@ic.fbi.gov, by phone at (202) 324-2158, or by fax at (202) 324-3976. The team will assess your request and send a response.

SF-86 Questionnaire for National Security Positions

The email you receive within two weeks of accepting the conditional job offer will include a link to the EQIP system. In that system, you will complete the online SF-86 form. It will require a lot of information that you may not have ready access to. We strongly suggest that you review the [SF-86 Info document](#) and immediately begin collecting the required information. You must complete the SF-86 within **10** days of receiving the email invitation from the processing office, or you will not be eligible for the internship.

The FBI has set deadlines for key milestones in the background investigation:

- 1) If you have not submitted your SF-86 and successfully completed the personal security interview, fingerprinting, drug test, and polygraph by January 17, 2022, you will be discontinued from the hiring process.



- 2) If the investigative phase of your background has not been completed by May 1, 2022, you will be discontinued.

Automatic Disqualifiers

As a reminder, you must meet ALL eligibility requirements posted on our [Employment Eligibility](#) page. When you complete the SF-86, you must verify that you do not have any of the below-named automatic disqualifiers that would eliminate you from the application process. During the polygraph, you will be asked questions related to these requirements. Review the list below to ensure that you are eligible for this internship.

- Are not a U.S. Citizen (born or naturalized)
- Have been convicted of a felony
- Have used illegal drugs in violation of the [FBI Employment Drug Policy](#)
- Have defaulted on a student loan insured by the U.S. Government
- Have failed an FBI-administered urinalysis drug test
- Have failed to register with the Selective Service System (males only – [click here](#) to view exceptions)

If you meet any of these automatic disqualifiers, you must [log in to your FBIJobs account](#) and reject the conditional job offer to terminate your background investigation. If you continue your investigation and the polygraph indicates that you have one of these disqualifiers or that you answered untruthfully on the SF86, you will be **permanently discontinued from FBI employment**. Also, failing the polygraph or background investigation will likely negatively affect future employment opportunities with the U.S. Intelligence Community and with any other agency of the federal government.

Personal Security Interview

This interview will be conducted at an FBI field office. You will be asked questions about the answers you provided on the SF-86. It is imperative that you are truthful in response to every question asked.

Fingerprinting

You will be fingerprinted at an FBI field office. Your prints will be run through several legal and criminal databases to ensure there is not a match.

Drug Test

At the FBI field office, you must take a urinalysis drug test. If you fail this test, or violate the FBI's Employment Drug policy, this offer will be rescinded.

Polygraph Examination

At the FBI field office, you will have a polygraph examination to test the truthfulness of your answers on the SF-86 and responses given during the Personal Security Interview. If you fail the polygraph because you withheld information about illegal drug use, criminal activity, or any other violation, you will be automatically disqualified from this and ALL future employment with the FBI. Also, failing the polygraph or background investigation will likely negatively affect future employment opportunities with the U.S. Intelligence Community and with any other agency of the federal government.



Intern Eligibility Requirements

During your background investigation process, you must remain in compliance with all eligibility requirements. To be hired as an FBI Honors Intern, you must not engage in any activities that are automatic disqualifiers. You must maintain a cumulative grade point average of 3.0 or higher. Once you have completed this semester, you must upload a copy of your official transcript to your profile on [FBIJobs.gov](https://fbijobs.gov) to verify that your GPA is 3.0 or higher. You may have to request a paper copy of your official transcripts and scan it into a PDF file format.

Employment Benefits

As an Honors Intern, you will be a temporary employee and eligible for a public transit subsidy, earn sick and annual leave, and have reasonable flexibility with your work schedule, as approved by your supervisor. However, you will be ineligible for promotion, reassignment, or transfer to other jobs. You will also be ineligible for employee benefits such as health insurance or retirement options.

Talking About This Offer

Do not discuss your prospective FBI employment on social media, social networking sites, or media platforms. This conditional job offer and all other FBI communications or forms are considered confidential and should be given no publicity on social media or any other media outlet.

Individuals or organizations may be interested to learn that you are a prospective employee of the FBI. Exercise discretion and sound judgment in disclosing your prospective FBI employment during the applicant process. You may tell family members and close friends who are respectful of your privacy; otherwise, you should not disclose this conditional job offer.