



Background Investigation Procedure and Eligibility Requirements

Background Investigation Procedure

After you access your [FBIJobs account](#) and accept your Conditional Job Offer (CJO), the next step in the process is to undergo a background investigation. A background investigation can take up to nine (9) months or longer; however, the length of your investigation depends on the complexity of your background, the number of places you've lived, overseas travel, and other factors. You must successfully pass the background investigation in order to be cleared for hire.

Below is a brief summary of the background investigation process:

- 1) After you accept your CJO, you will be required to complete the *SF-86: Questionnaire for National Security Positions* along with any additional required forms.
- 2) You will then meet with an FBI representative at your designated FBI field office for your Personnel Security Interview, fingerprinting, urinalysis drug test, and polygraph examination which will focus on your responses to the questions within the SF-86.
- 3) If you successfully pass Step 2, investigators will check your credit history and criminal record, and then 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 and removed from consideration for employment with the FBI.

If you require 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. We will assess your request and get back to you as soon as possible.

SF-86: Questionnaire for National Security Positions

You will receive an email within two (2) weeks of accepting your CJO that will include a link to the e-QIP system where you will complete the SF-86 form. The SF-86 requires information that you may not have easy access to, so we strongly suggest that you review the [SF-86 Information](#) document and immediately begin collecting any required information. You must complete the SF-86 within **ten (10) days** of receiving the email invitation from your processing field office.



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 automatic disqualifiers listed below that would eliminate you from the application process. During your polygraph examination, you will be asked questions related to these requirements. Review the list of automatic disqualifiers below to ensure you are eligible for FBI employment.

You are **not** eligible for FBI employment if you:

- 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 (for males only – [click here](#) to view exceptions)
- Have knowingly or willfully engaged in acts or activities designed to overthrow the U.S. government by force
- Have failed to pay court ordered child support
- Have failed to file federal, state, or local income tax returns

If you meet any of these automatic disqualifiers, you must [log in to your FBIJobs account](#) and reject your conditional job offer to terminate your background investigation. If you continue your investigation and the polygraph indicates you have one of these disqualifiers or you answered untruthfully on the SF-86, you will be **permanently discontinued from FBI employment**. Also, failing the polygraph examination or background investigation may negatively affect future employment opportunities within the U.S. Intelligence Community or other federal agencies.

Personnel 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 your responses to every question asked.

Fingerprinting

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

Drug Test

You must take a urinalysis drug test that will be administered at an FBI Field Office. If you fail this test, or violate the [FBI's Employment Drug Policy](#), this offer will be rescinded.



Polygraph Examination

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

Talking About This Offer

Do not discuss your prospective FBI employment on social media, social networking sites, or media platforms. Your CJO and all other FBI communications are sensitive 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 potential 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 discuss this CJO.

Education Requirements

If you are qualifying for a position based on education, your degree and grade point average (GPA) will need to be verified by our Human Resources Division before you enter on duty (EOD). For any degree obtained from an overseas institution, you must provide a foreign equivalency certification at the time of application. However, if your bachelor's degree is not from a U.S. accredited college, but your advanced degree is from a U.S. accredited college, the FBI will accept the accreditation of your advanced degree and no other documentation is required.

If you are a **Collegiate Hiring Initiative (CHI)** candidate, you must be a current or former undergraduate, graduate, or post-doctoral student. Recent graduates must have graduated within twenty-four (24) months of the program or within seventy-two (72) months if you are a veteran. Upcoming graduates must graduate by June of the program start year (e.g., for the 2021 Collegiate Hiring Initiative (CHI), students must graduate by June 2021). If you are a current student, you must also have obtained at least a 3.0 cumulative GPA at the time of your application. You must also provide verification of a 3.0 cumulative Grade Point Average (GPA) upon degree completion.

If you are a **Graduating Intern** who has been offered a full-time position, your offer is based on your continued participation in the FBI Honors Internship Program (HIP). You must participate in the HIP until the completion of your degree and your entry on duty (EOD) as a full-time FBI employee. Your participation in the program requires sixteen (16) hours per month during the academic year, and 40 hours per week during the summer HIP session. You are also required to maintain at least a 3.0 cumulative GPA and receive a positive recommendation from your supervisor.