

**PRIVACY ACT STATEMENT**  
**NRC FORM 850C**  
**Request for NRC Contractor Security Clearance**

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission on NRC Form 850C. This information is maintained in a system of records designated as NRC-39, described at 77 *Federal Register* 67231 (November 8, 2012), or the most recent *Federal Register* publication of the Nuclear Regulatory Commission's "Republication of Systems of Records Notices" that is located in NRC's Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 42 U.S.C. 2011 *et seq.*; 42 U.S.C. 2165, 2201(i), 2201a, and 2284; 42 U.S.C. 5801 *et seq.*; Executive Order (E.O.) 9397, as amended by E.O. 13478; E.O. 10450, as amended; E.O. 10865, as amended; E.O. 12958, amended by E.O. 13256; E.O. 13467; E.O. 13526; 10 CFR Parts 10, 11, 14, 25, 50, 73, 95; OMB Circular No. A-130, Revised; 5 CFR 731, 732, and authorities cited therein.
2. **PRINCIPAL PURPOSE(S):** To obtain necessary Security Clearance for NRC contractors, subcontractors, or other individuals who are not applicants for employment with NRC.
3. **ROUTINE USE(S):** Information in these records may be used by the Division of Facilities and Security and on a need-to-know basis by appropriate NRC officials, Hearing Examiners, Personnel Security Review Panel members, Office of Personnel Management, Central Intelligence Agency, and other Federal agencies: a. To determine clearance or access authorization eligibility; b. To determine eligibility for access to NRC buildings or access to Federal automated information systems or data; c. To certify clearance or access authorization; d. To maintain the NRC personnel security program; e. To provide licensees information needed for unescorted access or access to safeguard information determinations; and f. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosing this information is voluntary; however, not providing the requested information your access authorization or clearance request cannot be processed.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

## **Request for NRC Contractor SECURITY CLEARANCE**

REVISED 03/19/12

### **Instructions (TO BE COMPLETED BY PROJECT OFFICER):**

- When requesting an NRC security clearance for a contractor employee, the NRC Project Officer (PO) will determine if the individual has a current/prior investigation or clearance granted. If the applicant **HAS** a prior investigation or clearance, the PO will complete Part A through C, sign and date. Deliver this form and the NRC Form 237- Request for Access Authorization, and the NRC Form 89 - Badge Request to the Personnel Security Branch (PSB). PSB will then determine if building access can be approved based on reciprocity.
- If the contractor employee has **NOT** had a prior investigation or clearance, the PO will complete Part A through D, sign and date. Deliver this form, the NRC Form 237 - Request for Access Authorization and the NRC Form 89 - Badge Request to PSB. The PO should forward the remaining information to the applicant (items 7 and 8 under Part D). PSB will initiate applicant into the Electronic Questionnaires for Investigations Processing (e-QIP) system and notify the PO. PSB will then notify the applicant to access the e-QIP system, via the internet, to complete the Questionnaire for National Security Positions - Standard Form 86 (SF-86). Once completed, the applicant is responsible for submitting all forms directly to PSB. **The applicant will not be processed until all information is received.**
- Forms will be submitted to the PSB, the 5<sup>th</sup> floor of Twinbrook (C corridor) or mail to PSB, Mail Stop TWB-5B32M.

### **PART A - APPLICANTS CLEARANCE/INVESTIGATION STATUS**

- Has a background investigation been conducted within the last 5 years? ☐ No ☐ Yes ➡
- Has the applicant been granted a Security clearance by another agency? ☐ No ☐ Yes ➡

Investigation Type: \_\_\_\_\_  
Clearance Level: \_\_\_\_\_  
Date Granted: \_\_\_\_\_  
Agency/Branch: \_\_\_\_\_

### **PART B - APPLICANT INFORMATION (Type or Print Legibly)**

- NAME: \_\_\_\_\_  
Last First Middle Suffix
- SSN: \_\_\_\_\_
- DATE OF BIRTH: \_\_\_\_\_
- PLACE OF BIRTH: \_\_\_\_\_  
City State Country (if not the United States)
- CURRENT ADDRESS: \_\_\_\_\_
- DAYTIME TELEPHONE #: \_\_\_\_\_
- E-MAIL: \_\_\_\_\_

### **PART C - TYPE OF ACCESS**

Select type of access/clearance required: ☐ IL ☐ LH ☐ Q

### **PART D - REQUIRED DOCUMENTS**

The PO is responsible for forwarding the remaining information (items 7 and 8) to the applicant. The applicant is responsible for completing and submitting **ALL** forms listed below directly to PSB. The applicant will not be processed until all information is received.

- FD 258 - Finger Print Cards (Two);
- NRC Form 176 - Security Acknowledgement;
- Signature Pages of SF-86:
  - Certification That All Answers Are True
  - Authorization for Release of Information
- Authorization for Release of Medical Information (if applicable)
- Fair Credit Reporting Disclosure and Authorization

Printed Name: \_\_\_\_\_  
Project Officer Phone Date

Signature: \_\_\_\_\_  
Project Officer (Sign in Ink) Name of Contract