

You are not complete with this process until you have selected “Release Request, Transmit to Agency” within the last page of the e-QIP.

**\*\*Please check your email for any additional documentation that may be required (i.e. Fingerprints, Citizenship Verification)**

| Section(s)           | Helpful Hints<br>(Use extra caution on bold items)  | Common Rejects   |
|----------------------|---|--|
| <b>Sections 1-7</b>  | <p>only (If you use an initial only, please provide a detailed explanation)</p> <p>Must enter your correct city of birth. (Despite login instructions, “unknown is not acceptable in section 3)</p>   | <p>Section 1- Middle Initial</p> <p>Section 3- “Unknown” for city of birth</p> |
| <b>Sections 8-10</b> | <p>Document number(s) must be provided (You select “none” as document type and provide a detailed explanation in the comments if you cannot provide the required information and/or your unsuccessful attempts to obtain it)</p> <p>If born overseas to U.S. Parents, you must mark being a U.S. Citizen/ national by birth born to U.S. parent(s) in a foreign country</p> | <p>Section 9 – Being born outside the US (excluding</p>                        |

**Section 12**

**Must provide complete street address(es) for all schools**

|                      |  |  |
|----------------------|--|--|
| <b>Section 19-21</b> | Only provide foreign contact(s) with whom you maintain <b>close and/or continuing</b> contact in Section 19<br>You must create a separate entry for each country visited in Section 20C, even if visited during the same trip (i.e. cruise)<br>Selecting "no" but providing a comment is considered conflicting information and is grounds for rejection | Listing multiple countries under one entry |
| <b>Section 22-25</b> | You must provide complete and detailed explanations for all incidents<br>Selecting "no" but providing a comment is considered conflicting information and is grounds for rejection   | Insufficient Information                   |