



## APPLICANT REQUEST FOR E-QIP ACCESS

**PRIVACY ACT NOTICE:** This form may contain information protected by the Privacy Act of 1974 and is For Official Use Only (FOUO). If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information.

Applicants seeking employment as a Substitute Teacher with the Department of Defense Education Activity must complete a background investigation. Background investigations are completed electronically using the Electronic Questionnaires for Investigations Processing System (E-QIP). Applicants can only access the E-QIP system if they have been invited to do so by an appropriate official at their sponsoring agency. Substitute applications submitted without a background investigation will be considered incomplete and will not be processed.

**INSTRUCTIONS:** Complete all applicable sections  
Print, sign and date the form.  
Scan the completed form and email it to [koreasubs@pac.dodea.edu](mailto:koreasubs@pac.dodea.edu)  
A DoDEA Pacific Human Resources Representative will contact you within 24 hours with instructions on how to access E-QIP

### CUSTOMER DATA

1) LAST NAME	2) FIRST NAME	3) MIDDLE NAME	4) SSN	5) DOB
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### PLACE OF BIRTH

6) CITY	7) COUNTY	8) STATE	9) COUNTRY
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### PERSONAL CONTACT INFORMATION

10) HOME PHONE	11) CELL PHONE	12) ALTERNATE PHONE
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13) PRIMARY EMAIL ADDRESS	14) SECONDARY EMAIL ADDRESS
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### APPLICANT CERTIFICATION

I certify that the information above is true and correct to the best of my knowledge

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE