



Intelligence Community Tips for the Hiring & Security Clearance Process

1. **Must be a United States' Citizen**
2. **Drug Involvement:**
 - No drug use within one year of your application date, or please self-cancel.
 - Remove yourself from the presence of others using drugs (FBI's requirement is a min. of 3 years)
3. **Financial Considerations:**
 - Please make sure you can address any financial discrepancies that appear on your credit report and explain what you have done to address it.
 - Request you wait 6 months to apply since the finalization of a bankruptcy filing.
4. **Use of Information Systems:**
 - Stop illegally downloading NOW!
5. **Foreign Influence:**
 - Complete a foreign national contacts form for each non-U.S. citizen with whom you have close or continued contact.
 - A form must be completed for all non-U.S. citizens associated through social media.
 - If you are not sure of the citizenship of an individual, fill out a form to prevent future delays.
6. **Alcohol Consumption:**
 - We are looking for responsible consumption of alcohol without impacts to your work, educational, and/or social life.
7. Candor is paramount! Always tell the truth and the whole truth on as many issues can be mitigated by time or other factors.
8. You may inform us, if you have plans to leave the country. Then re-contact us to advise us of your return.
9. Average processing time is 9-15 months from Conditional Offer of Employment (COE) to onboarding.
10. Prior Clearances: May not necessarily make your process any faster.
11. To determine your Selective Service number, visit www.sss.gov and enter your social security number and date of birth.
12. Please ensure you save a copy of your SF-86 (Application for a National Security clearance) and Foreign Contacts forms for yourself when submitting them.

To apply for careers in the Intelligence Community visit
IntelligenceCareers.gov