

NAVAL CRIMINAL INVESTIGATIVE SERVICE
REQUEST FOR BIOGRAPHICAL INFORMATION

PRIVACY ACT STATEMENT

PURPOSE: The Naval Criminal Investigative Service (NCIS) is conducting a pre-employment inquiry regarding you as the result of your application for employment. The Privacy Act of 1974 requires that each individual asked to provide personal information be advised of the following:

AUTHORITY: Under the authority of 5 U.S.C. 301, information is requested in order to make a determination relating to your employment application.

ROUTINE USES: The information provided will be used and maintained by NCIS Human Resources Division. The information provided will become a permanent part of your NCIS record if you are hired, or will be destroyed after one year if employment is offered and declined. The information provided will not be divulged outside of the Department of Defense without your written authorization other than to federal, state, and local law enforcement bodies for their required official use, and to other authorized regulatory agencies.

PARTICIPATION: You are not required to provide this information; however, failure to do so could result in the NCIS being unable to make a determination concerning your application.

Name (Last, First, Middle)

Address:

Email:

Phone Number(s): (H) (V) (C)

Date of Birth (mm/dd/yyyy):

Place of Birth: Sex: Male Female

Use (Optional)

Please select all that may apply:

African American or Black

American Indian or Alaska Native

Asian

Caucasian

~~Hispanic~~