

- **Minimum Background Investigation required for PIV/LincPass is Tier 1/NACI.**
- **For a Foreign National with < 3 years residency, a Special Agreement Check (SAC) is required for Altline badge.**

The USDA Credential Matrix indicates that a performing non-employee requires a LincPass, an AltLinc, or in some cases, a fingerprint check. The information collected on this **Personal Identifiable Information (PII)** sheet is required. This information is to be collected and transmitted in accordance with The Privacy Act of 1974.

Instructions: *Enter the information below for the non-employee applicant.*

*Required Attachments	<input type="checkbox"/> OF-306 <input type="checkbox"/> Resume <input type="checkbox"/> Fingerprints
*Name (Last, First, Middle): <i>Enter applicant's complete name as it appears on their government-issued ID (e.g. driver's license or passport).</i>	
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*Place of Birth: <i>City/State</i> <i>If outside U.S., enter City/Country</i>	
*Sex: <i>Please indicate the sex the applicant was born as</i>	
*Social Security Number: <i>if no SSN, leave blank</i>	
*Country of Citizenship: <i>Provide all countries of citizenship.</i>	
*Home Address: <i>Enter the full address as it appears on the applicant's most recent/valid government-issued ID.</i>	
*Primary Phone Number:	
*E-mail Address (business e-mail preferred): <i>Required for enrollment notification.</i>	
*If Noncitizen, provide start date (month/year) began living in the U.S.	
*Position Title: <i>i.e. HR Specialist Contractor, Janitor, Lab Technician</i>	
*Type of Investigation Required for Position:	
*Length of Appointment (Not To Exceed Date):	
*REE Area/Location /Duty Station (of employee):	
*Host Organizational Code: <i>(i.e. 03 08 80 8042 05 50)</i>	
*CompanyName, Contract #, AND Expiration Date: OR Agreement Number AND Expiration Date:	
*USDA POC: (i.e. Host, Supervisor, COR) Name:	

Please upload to AFM Customer Service Portal

Updated, May, 2023