



United States Department of the Interior
Office of the Secretary



DOI Clearance Verification Request Form

Instructions: Anyone needing to have their clearance passed, “perm”-certed, or transmitted to another agency must complete and submit this form to the Personnel Security Branch (PSB). **Please allow 2 to 3 business days for processing, you will receive a confirmation email once your request is completed. ALL information being requested is required.**

Submit Requests via: email IBCNationalSecurityTeam@ibc.doi.gov or Fax: 303-969-7413

Questions: PSB Main Line (303) 716-4005

Meeting Information:

1. Date(s):
2. Does this request need to be perm-certed?
3. Location- Agency/Company Name and address
4. Purpose of the Meeting and Level of Clearance Required
5. Meeting POC – Name and Phone number
6. **Security Office Representative – Name, phone number, email/fax to send request to**

Attendee(s) Information:

- | |
|--------------------|
| 1. Full Legal Name |
| 2. Full SSN# |
| 3. Date of Birth |
| 4. Place of Birth |
| |
| 1. Full Legal Name |
| 2. Full SSN# |
| 3. Date of Birth |
| 4. Place of Birth |
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