



Citizenship Verification Form

INSTRUCTIONS

To be eligible for a federal security clearance through SAIC, applicants are required to provide an acceptable form of proof of U.S. citizenship, as outlined below. All documentation presented must either be the original or a certified copy of the original document. If the name on the citizenship documentation does not match the applicant's current legal name, a court-issued legal name change order must also be provided. This requirement applies to individuals applying for their initial security clearance. **The following original or certified copy documents, or their successors, are considered acceptable proof of U.S. citizenship:**

- A birth certificate certified with the registrar's signature, which bears the raised, embossed, impressed, or multicolored seal of the registrar's office.
- A current or expired U.S. passport or passport card that is unaltered and undamaged and was originally issued to the individual.
- A Department of State Form FS-240, "Consular Report of Birth Abroad of a Citizen of the United States of America."
- A Department of State Form FS-545 or DS-1350, "Certification of Report of Birth."
- A U.S. Citizenship and Immigration Services Form N-560 or N-561, "Certification of U.S. Citizenship."
- A U.S. Citizenship and Immigration Services Form 550 or 570, "Naturalization Certificate."

Notice to Applicants:

Citizenship must be verified in person by an **Authorized Representative**. Remote methods (e.g., email or video) are not permitted. An **Authorized Representative** is a cleared SAIC employee, manager, or government representative, with Security oversight when possible. **If an SAIC employee or government representative is unavailable, a notary may be used, and notarization of the form is required.**

Both the Personal Information and Certification sections must be completed by the Authorized Representative—do not complete these sections yourself.

PERSONAL INFORMATION

Name:

Date:

Document Type:

(Birth Certificate, Passport, FS240)

Document Number:

CERTIFICATION

I, _____ acknowledge that I have examined the ORIGINAL/Certified Copy document presented by the above-mentioned individual and certify that to the best of my knowledge the document is genuine and has not been altered, facsimiled or otherwise copied.

Name & Title:

Date:

Signature:

Notary Seal (required only if verification is conducted by a notary due to the unavailability of an SAIC employee or government representative)