Where to obtain the documents

Preparing an Adjudicatively Ready Incident Report

An adjudicatively ready product contains sufficient contextual information, details and supporting documentation to enable adjudicators to take the next adjudicative action, limiting the need to request additional information or submit reimbursable security/suitability investigations (RSI).

Reporting timeline

Report derogatory information immediately upon discovery, as required by SEAD 3. While the goal is a complete Adjudicatively Ready Product, do not delay the initial report if supporting documentation is not yet available. Your submission should include all known details of the incident and any available documentation and specify which supporting documents are pending. These documents should then be submitted via a Supplemental Information CSR as soon as they are obtained.

> **What this means for you — Not part of the DCSA guide**
>
> Nothing waits on paperwork. The report goes to your security office now, with what you have, and it *names* each document still coming. When a pending document arrives, hand it to your security officer the same day; the Supplemental Information request is theirs to file in their system, not yours. The obligation itself is SEAD 3 www.dni.gov.

Include the complete incident picture

Provide a factual, clear, and chronological account that addresses the following:

- **When:** Identify when the incident occurred and distinguish the incident date from the report date.
- **Where:** Identify the location and jurisdiction where the incident or offense occurred.
- **Who:** Describe the individuals involved, excluding names or details of victims or minors as appropriate.
- **What:** Detail the specific actions or events that occurred.
- **Why:** Explain the relevant context, circumstances, or motivation.
- **How:** Describe how the incident was initially managed and how it was ultimately resolved.

Provide a complete subject statement

A subject statement should provide the circumstances surrounding the incident, explain why the incident was or was not self-reported, and include relevant contextual information. The statement should address applicable factors, including:

- The nature, extent, and seriousness of the conduct.
- The circumstances surrounding the conduct, including knowledgeable participation.
- The frequency and recency of the conduct.
- The individual’s age and maturity at the time of the conduct.
- The extent to which participation was voluntary.
- Rehabilitation or other permanent behavioral changes, if applicable.
- The motivation for the conduct.
- Potential for pressure, coercion, exploitation, or duress.
- The likelihood of continuation or recurrence.

Note: Additional elements should be included in the subject statement based on the particulars of the case.

Supporting documentation

For an incident report to be complete, it must include specific evidence and records relevant to the type of security concern the incident raises. The subsequent sections of the guide provide detailed lists of this required documentation, organized by specific security guidelines.

Guideline Specific Considerations

For issues or concerns falling under multiple guidelines, please cross-reference and apply the specific considerations outlined for each relevant guideline.

Guideline A: Allegiance to the United States

Clarification of actions, statements, or associations in question:

- Signed personal statement from the Subject addressing the specific events, public or private statements, or associations that raised the concern. The statement must explicitly state the Subject's loyalty to the United States and their intent to renounce any conflicting loyalties.

Association with extremist, subversive, or anti-government organizations:

- Documentation proving formal resignation, termination of membership, or cessation of support (financial or otherwise) to any group or organization in question.
- Signed statement explaining the nature of the involvement (e.g. whether it was passive, academic, or based on misrepresentation/deception) and confirming the complete severance of all ties.

Legal, investigative, or command findings:

- Copies of transcripts or investigative reports from federal, military, or civil law enforcement agencies (e.g. FBI, NCIS, OSI, CID) if the allegiance concerns led to an official inquiry.
- Official command endorsement or character memorandum from the commanding officer validating the Subject's reliability, trustworthiness, and loyalty in their day-to-day military or administrative duties.

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Resignation or termination of membership** — your own copy of the letter or message, or the organization's acknowledgement.
- **Police and arrest records** — the arresting or investigating agency's records unit. If the agency is uncertain, the state identification bureau in the state-by-state table holds the statewide criminal history, and the FBI Identity History Summary www.fbi.gov the national one.
- **Security-office records** (preliminary inquiries, violation notices, user activity monitoring reports, command or employer action, access suspensions) — these live in your security office's own file. You do not retrieve them; tell your security officer they exist so they go in with the report.

Guideline B: Foreign Influence

Legal U.S. status verification of Foreign-Born National Family Member(s):

- Front and back copy of the Alien Registration Card / Permanent Resident Card (Form I-551).
- U.S. Certificate of Naturalization (Form N-550 or N-570) bearing the family member's signature.
- U.S. Department of State Consular Report of Birth Abroad (Form FS-240, DS-1350, or FS-545).
- Unexpired foreign passport containing a valid U.S. Visa and stamped Form I-94 (Arrival/Departure Record) indicating lawful entry and current non-immigrant status.
- Official Employment Authorization Document (EAD card).

Contact, Financial Support, and Relationships with Foreign Nationals:

- Foreign National name, contact information, type of relationship, degree of affiliation, frequency and type of contact, vulnerability to duress, contact's employment, and nature/extent of person's contact with foreign government.
- Signed personal statement describing the frequency, nature, and origin of contact with foreign nationals, including any cohabitation, business partnerships, or shared financial interests.
- Financial records (wire transfers, bank receipts, or tax forms) detailing any financial support or significant gifts sent to or received from foreign nationals.
- Official citizenship, visa, or lawful residency documentation for any foreign national roommates, close associates, or business partners residing in the U.S.

Foreign Property Ownership and Interests:

- Signed personal statement detailing the acquisition and value of the foreign property, location, the importance of the foreign financial interest to the Subject's overall financial situation, the purpose for obtaining the property, and who currently maintains and cares for the property.

Foreign Government, Military, or Intelligence Connections of Close Associates:

- Signed personal statement detailing if Subject, any close family members (spouse, parents, siblings, children), or close associates are employed by, or connected to, foreign military, intelligence, law enforcement, or other governmental agencies to include the frequency, nature, origin of contact, and contact information.

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **A family member's immigration documents** — theirs to provide, if they are willing. Replacements: Form I-90 (Permanent Resident Card) www.uscis.gov; Form N-565 (naturalization certificate) www.uscis.gov; Consular Report of Birth Abroad travel.state.gov; I-94 record i94.cbp.dhs.gov; Employment Authorization Document www.uscis.gov.
- **Financial records of support or gifts** — your own bank's statements and wire confirmations; tax forms from your own returns

Guideline C: Foreign Preference

Verification of U.S. Citizenship:

- Original or certified true copy of the U.S. Certificate of Naturalization bearing the Subject's signature.
- Original or certified true copy of the U.S. Certificate of Citizenship (Form N-560 or N-561).
- U.S. Department of State Birth Abroad Certificate (Form FS-240, DS-1350, or FS-545).
- High-resolution copy of the Subject's U.S. Passport Booklet (including all pages, even those that are blank).
- High-resolution copy of the front and back of the U.S. Passport Card.

Dual Citizenship, Passports, Foreign Travel Documentation, and Foreign Elections:

- Signed personal statement addressing the acquisition, use (is it used to enter/exit the U.S.), or renewal of any foreign passport, identity cards, or foreign citizenship, and outlining any travel conducted using a foreign passport (if Subject was born in the United States). Subject also must specifically address the reason why they obtained a foreign citizenship, their willingness to renounce the citizenship, and their loyalty to foreign countries in question. Has the Subject voted in any foreign elections while holding U.S. citizenship (how/where) and future intent.
- Official proof of surrender, physical destruction, or cancellation of a foreign passport (e.g. a signed receipt from a foreign embassy, or a signed statement of physical destruction witnessed and signed by FSO/SMO).
- Copy of formal renunciation of foreign citizenship documentation (e.g. official Certificate of Loss of Nationality, correspondence with a foreign embassy, or naturalization surrender records).

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Proof of U.S. citizenship** — your own certificate or passport. Replacements and records: Form N-565 www.uscis.gov; your own USCIS records www.uscis.gov; State Department passport records travel.state.gov; Consular Report of Birth Abroad travel.state.gov.
- **Foreign passport surrender** — a receipt from the issuing government's consulate (country information pages list each embassy travel.state.gov), or a destruction statement witnessed by your own security office.
- **Renunciation of foreign citizenship** — the foreign government's consulate issues it; the same country pages give the contact.

Guideline D: Sexual Behavior

Incident details and mitigation:

- Signed personal statement explaining the circumstances, status, and explicitly addressing whether this behavior leaves Subject vulnerable to blackmail or coercion (e.g., would exposure cause significant embarrassment to the individual? Severe problems with spouse/family/employer/legal authorities?). If Subject claims they no longer engage in the behavior, what motivated them to stop and if it had any adverse impact at work, on their relationships, or otherwise. Additionally, address if the sexual behavior include the involvement of minors.

Legal, law enforcement or command action taken - *see Criminal Conduct Guideline*:

- Police records: Complete initial arrest reports, police blotters, police reports, investigation notes and/or criminal complaints/indictments.

- Court records (if the behavior violated criminal statutes): Copies of court disposition dockets, court summons, plea agreements, the final court disposition, sentencing order, and/or probation agreement/discharge order.
- Official command documentation (e.g. Memorandum for Record (MFR), Letter of Reprimand (LOR), or Article 15/NJP, user activity monitoring (UAM) report, etc.).

Child-Related Concerns and Family Court Involvement:

- Child Protective Service records.
- Court-mandated psychological evaluation.
- Child custody status.

Professional counseling or rehabilitation - *see Psychological Conditions Guideline*:

- Medical records (including all pages, even those that are blank).
- Signed written statements or progress reports from a qualified mental health professional or court-ordered counselor.
- Certificate of program completion for all court-ordered or voluntary programs (e.g. psychosexual therapy, sexual boundaries counseling, healthy relationship education, etc.).

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Police and arrest records** — the arresting or investigating agency's records unit. If the agency is uncertain, the state identification bureau in the state-by-state table holds the statewide criminal history, and the FBI Identity History Summary www.fbi.gov the national one.
- **Court records** — the clerk of the court that heard the case; find the court system in the state-by-state table.
  Federal cases: PACER pacer.uscourts.gov.
- **Security-office records** (preliminary inquiries, violation notices, user activity monitoring reports, command or employer action, access suspensions) — these live in your security office's own file. You do not retrieve them; tell your security officer they exist so they go in with the report.
- **Child protective services records and custody status** — the state child-welfare agency and the family court; both in the state-by-state table.
- **Treatment, evaluation and medical records** — the provider or facility that treated you; every page, blank ones included. How to request them: HHS, your right to access your medical records www.hhs.gov.

Guideline E: Personal Conduct

Inadvertent Omission vs. Intentional Falsification (SF-86 / Official Documents):

- Signed personal statement from the Subject explaining the specific reasons for any omission, discrepancy, or incorrect information in their security questionnaire or official paperwork. The statement must clarify whether the error was intentional and why, due to a misunderstanding of the question, lack of access to records at the time, or a lack of intent to deceive.
- Corroborating records or emails showing the Subject's prompt, voluntary efforts to correct the record once the omission or error was discovered (e.g. communications with the investigator, background investigation agency, or FSO/SMO).

Dishonesty, Rules Violations, or Misconduct in the Workplace:

- Copies of administrative investigation reports or human resources files detailing the specific incident.
- Official documentation of any employer-issued disciplinary action, counseling, suspension, or termination paperwork.
- Evidence of subsequent professional rehabilitation, such as letters from current employers or supervisors testifying to the Subject's current honesty, reliability, and exemplary work ethics.

Vulnerability to Coercion, Blackmail, or Duress:

- Signed personal statement addressing specific personal circumstances (e.g. hidden relationships, financial secrets, or sensitive personal matters) that caused the concern. The statement must explicitly detail how the Subject has mitigated the vulnerability, such as by disclosing the information to family, command, or security personnel, thereby neutralizing any leverage for blackmail.

Refusal to Cooperate with Security Investigations:

- Signed personal statement detailing the circumstances surrounding the initial refusal or delay in cooperation (e.g. medical emergency, legal counsel advice, or confusion regarding the process).
- Proof of subsequent full cooperation, such as signed release forms, completed questionnaires, or a memorandum from the investigator confirming the Subject has fully complied with all requests.

Charge of Desertion / Period of Absence

Circumstances surrounding the period of absence and return to military control:

- Signed personal statement detailing the circumstances surrounding the initial refusal or delay in cooperation (e.g. medical emergency, legal counsel advice, or confusion regarding the process).

Official administrative and disciplinary disposition of the desertion charge:

- Court-martial order (convening, trial, and supervisory authority actions).
- Record of Non-Judicial Punishment (Article 15).
- Administrative separation board documentation.
- Official discharge characterization paperwork (DD Form 214 / DD Form 215).

Conduct and/or incident details during the period of absence:

- Civilian police records: Complete initial arrest reports, police blotters, police reports, investigation notes and/or criminal complaints/indictments.
- Court records: Copies of court disposition dockets, court summons, plea agreements, the final court disposition, sentencing order, and/or probation agreement/discharge order, etc.
- Employment records.

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Records of a prompt correction** — your own emails or letters to the investigator or security office; ask the security office for its copy if yours is gone.
- **Employer investigation and disciplinary records** — the employer's human-resources office; you may request your own personnel file.
- **Military records** (court-martial orders, non-judicial punishment, separation board, DD Form 214) — National Archives military service records www.archives.gov; recent separations through milConnect milconnect.dmdc.osd.mil.
- **Police and arrest records** — the arresting or investigating agency's records unit. If the agency is uncertain, the state identification bureau in the state-by-state table holds the statewide criminal history, and the FBI Identity History Summary www.fbi.gov the national one.
- **Court records** — the clerk of the court that heard the case; find the court system in the state-by-state table.
  Federal cases: PACER pacer.uscourts.gov.

Guideline F: Financial Considerations

Additional statement details:

- Subject statement includes context, cause and circumstances that led to the financial delinquency (e.g., medical emergency, job loss, divorce, mismanagement of bills, overspending, etc.); actions being taken to resolve delinquencies; intention to address their delinquencies; any pattern/history of financial delinquency; and why or why not it is likely to recur.
- *Note on Unresolved Debt – merely stating that a debt is 'not owed' without signed written proof is insufficient.*

Debt resolution and current financial status:

- Documentation from the creditor, collection agency, or applicable financial institution to whom the debt is owed:
  1. Proof of Payments/Resolution/Efforts: Official receipts, zero-balance letters, or formal release correspondence from specific creditors showing that delinquent accounts are paid, settled, or marked "paid as agreed."
  2. Active Payment Plans: Signed payment agreements with collection agencies/creditors, a complete copy of the debt consolidation agreement, or formal payment arrangement agreements.
  3. Payment History: Bank statements, cancelled checks, or electronic account ledgers verifying consecutive, on-time payments under the agreed-upon plan.

- Credit Bureau Reports (CBR): Updated official CBR (from Equifax, Experian, or TransUnion) showing that the accounts are resolved, settled, paid, or updated to reflect active, good-standing status (including all pages, even those that are blank).
- Disputed Accounts: Formal dispute letters submitted to the credit bureau, alongside an updated CBR verifying the dispute status of the accounts.

Bankruptcies (Chapter 7, 11, or 13):

- Certified court bankruptcy petition schedules.
- Official court-ordered Discharge of Debtor document.

Delinquent taxes, tax liens and wage garnishments:

- IRS or state tax account transcripts showing proof of filing and/or payment, and payment plan agreements, with proof of payment.
- Official lien release documents from the issuing authority.
- Pay stubs showing active garnishment deductions.

Financial rehabilitation:

- Detailed personal monthly budget plan.
- Certificate of program completion from an accredited financial counseling or debt management program.

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Creditor letters, payment agreements and payment history** — each creditor, collection agency or servicer; your own bank for statements and cancelled cheques.
- **Credit bureau report** — AnnualCreditReport.com www.annualcreditreport.com; disputes at Equifax, Experian and TransUnion.
- **Bankruptcy schedules and discharge order** — the bankruptcy court's docket through PACER pacer.uscourts.gov; court locator at uscourts.gov www.uscourts.gov.
- **Tax transcripts, instalment agreements and lien releases** — federal: IRS Get Transcript www.irs.gov and IRS federal tax lien www.irs.gov; state: the revenue agency in the state-by-state table.
- **Garnishment pay stubs** — your employer's payroll office.
- **Financial counselling certificate** — the programme that ran it; approved agencies at the U.S. Trustee Program list www.justice.gov.

Guideline G/H: Alcohol Consumption and Drug Involvement and Substance Misuse

Additional statement details:

- Subject's personal statement: A signed and dated written statement from the Subject describing the exact details, timeline, and context of the drug use/involvement, or alcohol use/abuse and/or any incident that occurred involving such. The Subject must address their use of drugs/alcohol including quantity/frequency/recency of use, type(s) of drugs used, intent to use in the future and current status. As well as any recovery plan and lifestyle changes.

All alcohol/drug related incidents documentation:

- Police records: Complete initial arrest reports, police blotters, police reports, investigation notes and/or criminal complaints/indictments.
- Court records: Copies of court disposition dockets, court summons, plea agreements, the final court disposition, sentencing order, and/or probation agreement/discharge order.
- Proof of sentence completion: Official documentation showing successful completion of all court-ordered requirements (e.g., probation completion letter, community service logs and completion letters, receipts for paid fines, fees, or restitution, official zero-balance ledger from the billing entity, or formal certificates of program completion).
- Disciplinary action: Complete disciplinary report from the employer and/ or documentation for any administrative action taken (e.g. Non-Judicial Punishment (NJP) documents, letters of counseling, letters of reprimand, user activity monitoring (UAM) reports, or administrative counseling logs).
- Technical/chemical tests: Positive drug test results and/or breathalyzer/ blood-alcohol content (BAC) test results.

Alcohol/drug rehabilitation treatment and whether such treatment was successfully completed:

- Rehabilitation / Treatment Proof:

4. Certificates of completion or letters verifying active enrollment in an alcohol, drug, or clinical treatment program. These must be printed on the official letterhead of the servicing clinic or rehabilitation organization.
5. Complete medical/clinical intake and discharge records from the treatment center and/or medical facility provider, as well as a letter from the medical provider who treated the Subject regarding the Subject's diagnosis, treatment progress, and prognosis.

- Signed statement/progress report from a licensed mental/behavioral health professional or credentialed substance abuse counselor.
- Certificate of program completion for all court-ordered or voluntary programs (e.g. substance abuse rehabilitation, relapse prevention, intensive outpatient therapy, alcohol/drug classes, etc.).

Prognosis regarding continued sobriety and/or drug-free lifestyle:

- Signed personal statement from the Subject outlining their recovery plan and lifestyle changes.
- Clinical prognosis from a licensed medical professional or substance abuse counselor.
- Drug screening results/laboratory tests.
- Medical records (including all pages, even those that are blank).

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Police and arrest records** — the arresting or investigating agency's records unit. If the agency is uncertain, the state identification bureau in the state-by-state table holds the statewide criminal history, and the FBI Identity History Summary www.fbi.gov the national one.
- **Court records** — the clerk of the court that heard the case; find the court system in the state-by-state table.
  Federal cases: PACER pacer.uscourts.gov.
- **Proof of sentence completion** — the probation office and the court's clerk (see the state-by-state table); programme certificates from the provider that ran the programme.
- **Security-office records** (preliminary inquiries, violation notices, user activity monitoring reports, command or employer action, access suspensions) — these live in your security office's own file. You do not retrieve them; tell your security officer they exist so they go in with the report.
- **Breath or blood test results** — the arresting agency's records unit, or the laboratory named in the court file.
- **Driver record** (driving matters) — the motor-vehicle agency in the state-by-state table; often same-day online, and the fastest way to recover an exact date.
- **Treatment, evaluation and medical records** — the provider or facility that treated you; every page, blank ones included. How to request them: HHS, your right to access your medical records www.hhs.gov.
- **Counsellor's statement and screening results** — the counsellor; the testing laboratory, employer programme or probation office.

Guideline I: Psychological Conditions

Nature of the condition, law enforcement or legal involvement, or command action:

- Incident description and information source (e.g. subject, coworker, command, etc.).
- Evidence of high-risk and/or insider threat behaviors (e.g. psychosis, delusions, paranoia, hallucinations, violence, aggression/hostility, communication of a threat, suicidality, deceit/manipulation, unexplained behavior changes).
- Complete disciplinary report from the employer and/or command documentation for any administrative action taken (e.g. Non-Judicial Punishment (NJP)/ Article 15 documents, Memorandum for Record (MFR), letters of counseling, letters of reprimand, user activity monitoring (UAM) reports, or administrative counseling logs).
- Local mitigation steps taken if applicable (e.g. Base/facility access restrictions, local clearance suspension, etc.).
- If voluntary or involuntary hospitalization occurred:
  6. Emergency Room and Inpatient facility records.
  7. Associated Police/EMS reports if subject had to be apprehended prior to hospitalization.

Diagnosis and details of treatment/therapy:

- Signed personal statement explaining the condition and how it is being managed.
- Medical records (including all pages, even those that are blank).

- Clinical progress notes showing adherence to the treatment plan (including all pages, even those that are blank).
- Pharmacy logs demonstrating consistent prescription refills.
- Certificate of program completion for all court-ordered or voluntary programs (e.g. clinical stress-management, anger management, structured mental health counseling, etc.).

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Security-office records** (preliminary inquiries, violation notices, user activity monitoring reports, command or employer action, access suspensions) — these live in your security office's own file. You do not retrieve them; tell your security officer they exist so they go in with the report.
- **Treatment, evaluation and medical records** — the provider or facility that treated you; every page, blank ones included. How to request them: HHS, your right to access your medical records www.hhs.gov.
- **Emergency-room and inpatient records** — the hospital's health-information management (medical records) department.
- **Pharmacy records** — the dispensing pharmacy prints a prescription history on request.
- **Programme completion certificates** — the programme provider.

Guideline J: Criminal Conduct

Additional incident details:

- External Investigation Tracking: Indicate if an active formal investigation is underway and provide the name of the external or internal investigating agency (e.g., NCIS, CID, OSI, local police). Provide the official case or report tracking number and a version of the report of investigation.
- Subject's legal Status: Indicate if the Subject is currently incarcerated and/or if there is an active warrant out for the Subject's arrest.

Additional statement details:

- Subject's personal statement: A signed and dated written statement from the Subject describing the exact details, timeline, and context of the arrest, drug use, or alcohol incident. If the incident involves drugs and/or alcohol, the Subject must address their use of drugs/alcohol (quantity/frequency of use, type(s) of drugs used, intent to use in the future and current status. As well as any recovery plan and lifestyle changes.

Official police records:

- Complete initial arrest reports, police blotters, police reports, investigation notes and/or criminal complaints/indictments.

Official documentation on the disposition, court ordered sentencing to include incarceration, probation, or fines:

- Court records: Copies of court disposition dockets, court summons, plea agreements, the final court disposition, sentencing order, and/or probation agreement/discharge order, etc.
- Proof of sentence completion: Official documentation showing successful completion of all court-ordered requirements (e.g., probation completion letter, community service logs and completion letters, receipts for paid fines, fees, or restitution, official zero-balance ledger from the billing entity, certificate of program completion for all court-ordered or voluntary programs (such as anger management, defensive driving, theft counseling, domestic violence education, etc.).
- Official certificate of release from custody, custody transcripts from the correctional facility.

Command action taken:

- Signed Memorandum for Record (MFR).
- Official written administrative action (e.g. Letter of Reprimand (LOR), Letter of Counseling (LOC), Letter of Admonishment (LOA), documentation pertaining to access determinations, or no action taken).
- Record of Non-Judicial Punishment (UCMJ Article 15).
- Official command-endorsed correspondence.

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Police and arrest records** — the arresting or investigating agency's records unit. If the agency is uncertain, the state identification bureau in the state-by-state table holds the statewide criminal history, and the FBI Identity History Summary www.fbi.gov the national one.

- **Report of investigation and case number** — the investigating agency; for military criminal investigators, through your command or counsel.
- **Court records** — the clerk of the court that heard the case; find the court system in the state-by-state table.
  Federal cases: PACER pacer.uscourts.gov.
- **Proof of sentence completion** — the probation office and the court's clerk (see the state-by-state table); programme certificates from the provider that ran the programme.
- **Release from custody** — the correctional facility's records office.
- **Security-office records** (preliminary inquiries, violation notices, user activity monitoring reports, command or employer action, access suspensions) — these live in your security office's own file. You do not retrieve them; tell your security officer they exist so they go in with the report.

Guideline K: Handling Protected Information

Circumstances of the security violation/infraction:

- Signed personal statement detailing the incident and how/if a spillage/unauthorized disclosure occurred and the immediate reporting steps taken. Include the Subject's general attitude toward security discipline, address if the incident/behavior was part of a pattern and/or isolated.

Security investigation and adjudication of the incident:

- Preliminary inquiry reports.
- Security violation/infraction notices from the FSO/SMO.
- Documentation of access suspension.
- Documentation of command disciplinary action.

Security investigation and adjudication of the incident:

- Certificate of completion for remedial derivative classification, handling, or PII protection training.

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Security-office records** (preliminary inquiries, violation notices, user activity monitoring reports, command or employer action, access suspensions) — these live in your security office's own file. You do not retrieve them; tell your security officer they exist so they go in with the report.
- **Remedial training certificate** — the training provider, or your security office if it ran the training.

Guideline L: Outside Activities

Foreign Government, Foreign National, or Foreign Entity Involvement:

- Signed personal statement detailing the exact nature of Subject's relationship with the foreign government, organization, or individuals, including whether they have been asked to act as an agent or representative.
- Copies of any foreign work visas, permits, or registration documents with foreign authorities.
- Written disclosure of any financial accounts, assets, or property associated with the foreign activity.

Failure to report and conflict of interest mitigation:

- Signed personal statement explaining exactly why the activity was not reported or disclosed on your SF-86 or to Subject's FSO/SMO.

Official approval/compliance:

- Memorandum from the chain of command acknowledging and approving the current activity.

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Foreign visas, permits and registrations** — your own documents; the issuing foreign authority for copies.
- **Written disclosure of accounts, assets or property** — you write this; your own statements and deeds support it.
- **Command or employer approval memorandum** — the office that approved the activity, through your security office.

Guideline M: Use of Information Technology Systems

Details of the IT incident and intent:

- Signed personal statement explaining the incident, whether it was inadvertent or intentional, and what steps were taken afterward.

Investigation and command/administrative action:

- Official IT incident reports.
- Security audit logs.
- Command-directed investigation findings (e.g., AR 15-6 or JAG Manual Investigation).
- Any resulting administrative or disciplinary action (e.g., MFR, LOC, loss of network privileges).

Rehabilitation and security compliance:

- Certificate of completion for remedial cybersecurity

Where to obtain these — Not part of the DCSA guide

- **Your signed personal statement** — you write this.
- **Security-office records** (preliminary inquiries, violation notices, user activity monitoring reports, command or employer action, access suspensions) — these live in your security office's own file. You do not retrieve them; tell your security officer they exist so they go in with the report.
- **IT incident reports and audit logs** — the organization’s IT security office, through your security office.
- **Remedial cybersecurity training certificate** — the training provider or your security office.

National sources — the same for every state

Source	What it is for
IRS — Get Transcript (account and return transcripts) https://www.irs.gov/individuals/get-transcript	Guideline F: proof of federal filing and payment; installment agreement status
IRS — Understanding a federal tax lien (release and payoff) https://www.irs.gov/businesses/small-businesses-self-employed/understanding-a-federal-tax-lien	Guideline F: federal lien release documents
AnnualCreditReport.com — free reports from all three bureaus https://www.annualcreditreport.com/	Guideline F: the updated credit bureau report, all pages
Equifax — file a dispute https://www.equifax.com/personal/credit-report-services/credit-dispute/	Guideline F: disputed accounts
Experian — file a dispute https://www.experian.com/disputes/main.html	Guideline F: disputed accounts
TransUnion — file a dispute https://www.transunion.com/credit-disputes/dispute-your-credit	Guideline F: disputed accounts
PACER — federal court records, including every bankruptcy court https://pacer.uscourts.gov/	Guideline F: bankruptcy petition schedules and the discharge order; federal criminal dockets
U.S. Courts — bankruptcy basics and court locator https://www.uscourts.gov/court-programs/bankruptcy	Guideline F: which bankruptcy court holds the case
U.S. Trustee Program — approved credit counseling agencies https://www.justice.gov/ust/list-credit-counseling-agencies-approved-pursuant-11-usc-111	Guideline F: accredited financial counseling
FBI — Identity History Summary Check (your own national criminal history) https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks	Guidelines D, G, H, J: a national record of arrests and dispositions, useful when the state or agency is uncertain
USCIS — Form I-90, replace a Permanent Resident Card https://www.uscis.gov/i-90	Guideline B: a family member's own card, if they have lost it
USCIS — Form N-565, replace a Naturalization or Citizenship Certificate https://www.uscis.gov/n-565	Guidelines B, C: certificate copies
USCIS — Form I-765, Employment Authorization Document https://www.uscis.gov/i-765	Guideline B: a family member's own EAD
USCIS — request your own immigration records (FOIA / Privacy Act) https://www.uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act	Guidelines B, C: the naturalization date, when the certificate is unavailable
CBP — retrieve a Form I-94 arrival/departure record https://i94.cbp.dhs.gov/	Guideline B: a family member's own I-94
State Department — passport records https://travel.state.gov/content/travel/en/passports/have-passport/passport-records.html	Guideline C: record of U.S. passports issued
State Department — Consular Report of Birth Abroad (replacement copies) https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html	Guidelines B, C: FS-240 / DS-1350 replacement
State Department — country information pages (foreign embassy and consulate contacts) https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html	Guideline C: the foreign government's consulate, for passport surrender receipts and renunciation certificates
National Archives — request military service records (DD Form 214 and personnel file) https://www.archives.gov/veterans/military-service-records	Guideline E: discharge paperwork; court-martial and separation records in the personnel file
milConnect — current and recent service members' records https://milconnect.dmdc.osd.mil/	Guideline E: DD Form 214 for recent separations
HHS — your right to access your medical records (HIPAA) https://www.hhs.gov/hipaa/for-individuals/medical-records/index.html	Guidelines D, G, H, I: how to request complete records from any provider or facility
ODNI — Security Executive Agent Directive 3 (reporting requirements) https://www.dni.gov/files/NCSC/documents/Regulations/SEAD-3-Reporting-U.pdf	The reporting obligation the guide's timeline rule rests on

State-by-state — who holds the state-level records

Agency names link to the most direct page found for requesting your own record; the address beneath is the agency's main site. For court records, check the county court or clerk first.

State	Court records	Driver record	State tax records	State criminal history	Child-welfare records
Alabama	judicial.alabama.gov Case search: www.alacourt.com	Alabama Law Enforcement Agency — Driver License Division www.alea.gov	Alabama Department of Revenue www.revenue.alabama.gov	Alabama Law Enforcement Agency (State Bureau of Investigation) www.alea.gov	Alabama Department of Human Resources dhr.alabama.gov
Alaska	courts.alaska.gov Case search: records.courts.alaska.gov	Alaska Division of Motor Vehicles doa.alaska.gov	Alaska Department of Revenue — Tax Division (no personal income tax) tax.alaska.gov	Alaska Department of Public Safety — Criminal Records and Identification dps.alaska.gov	Alaska Office of Children's Services dfcs.alaska.gov
Arizona	www.azcourts.gov Case search: apps.azcourts.gov/publicaccess/caselookup.aspx	Arizona Department of Transportation — Motor Vehicle Division azdot.gov	Arizona Department of Revenue azdor.gov	Arizona Department of Public Safety — Public Records www.azdps.gov	Arizona Department of Child Safety dcs.az.gov
Arkansas	www.arcourts.gov Case search: caseinfo.arcourts.gov	Arkansas Department of Finance and Administration — Driver Services www.dfa.arkansas.gov	Arkansas Department of Finance and Administration — Income Tax www.dfa.arkansas.gov	Arkansas State Police (Department of Public Safety) www.dps.arkansas.gov	Arkansas Division of Children and Family Services humanservices.arkansas.gov
California	www.courts.ca.gov County first: Find my court (courts.ca.gov)	California Department of Motor Vehicles www.dmv.ca.gov	California Franchise Tax Board www.ftb.ca.gov	California Department of Justice — your own criminal record oag.ca.gov	California Department of Social Services www.cdss.ca.gov
Colorado	www.coloradojudicial.gov Case search: www.coloradojudicial.gov	Colorado Division of Motor Vehicles dmv.colorado.gov	Colorado Department of Revenue — Taxation Division tax.colorado.gov	Colorado Bureau of Investigation cbi.colorado.gov	Colorado Department of Human Services cdhs.colorado.gov
Connecticut	www.jud.ct.gov Case search: www.jud.ct.gov/jud2.htm	Connecticut Department of Motor Vehicles portal.ct.gov	Connecticut Department of Revenue Services portal.ct.gov	Connecticut Department of Emergency Services and Public Protection (State Police) portal.ct.gov	Connecticut Department of Children and Families portal.ct.gov
Delaware	courts.delaware.gov Case search (civil only): courts.delaware.gov/docket.aspx	Delaware Division of Motor Vehicles www.dmv.de.gov	Delaware Division of Revenue revenue.delaware.gov	Delaware State Police — State Bureau of Identification dsp.delaware.gov	Delaware Department of Services for Children, Youth and Their Families kids.delaware.gov

State	Court records	Driver record	State tax records	State criminal history	Child-welfare records
District of Columbia	www.dccourts.gov Case search: portal-dc.tylertech.cloud/Portal	DC Department of Motor Vehicles dmv.dc.gov	DC Office of Tax and Revenue otr.cfo.dc.gov	Metropolitan Police Department — police clearance mpdc.dc.gov	DC Child and Family Services Agency cfsa.dc.gov
Florida	www.flcourts.gov Case search: www.myfloridacounty.com	Florida Department of Highway Safety and Motor Vehicles www.flhsmv.gov	Florida Department of Revenue (no personal income tax) floridarevenue.com	Florida Department of Law Enforcement www.fdle.state.fl.us	Florida Department of Children and Families www.myflfamilies.com
Georgia	georgiacourts.gov No statewide search: ask the Clerk of Superior Court in the county.	Georgia Department of Driver Services dds.georgia.gov	Georgia Department of Revenue dor.georgia.gov	Georgia Bureau of Investigation gbi.georgia.gov	Georgia Division of Family and Children Services dfcs.georgia.gov
Hawaii	www.courts.state.hi.us Case search: www.courts.state.hi.us/legal_references/records/jims_system_availability	Hawaii Department of Transportation (driver licensing is by county) hidot.hawaii.gov	Hawaii Department of Taxation tax.hawaii.gov	Hawaii Criminal Justice Data Center ag.hawaii.gov	Hawaii Department of Human Services humanservices.hawaii.gov
Idaho	isc.idaho.gov Case search: mycourts.idaho.gov	Idaho Transportation Department — DMV itd.idaho.gov	Idaho State Tax Commission tax.idaho.gov	Idaho State Police — Bureau of Criminal Identification isp.idaho.gov	Idaho Department of Health and Welfare healthandwelfare.idaho.gov
Illinois	www.illinoiscourts.gov County first: Circuit Court Clerks directory (illinoiscourts.gov) Statewide search: researchil.tylerhost.net/CourtRecordsSearch	Illinois Secretary of State — Driver Services www.ilsos.gov	Illinois Department of Revenue tax.illinois.gov	Illinois State Police isp.illinois.gov	Illinois Department of Children and Family Services dcfs.illinois.gov
Indiana	www.in.gov/courts Case search: public.courts.in.gov/mycase	Indiana Bureau of Motor Vehicles www.in.gov	Indiana Department of Revenue www.in.gov	Indiana State Police www.in.gov	Indiana Department of Child Services www.in.gov
Iowa	www.iowacourts.gov Case search: www.iowacourts.state.ia.us/ESAWebApp/DefaultFrame	Iowa Department of Transportation — Motor Vehicle Division iowadot.gov	Iowa Department of Revenue tax.iowa.gov	Iowa Department of Public Safety — Division of Criminal Investigation dps.iowa.gov	Iowa Department of Health and Human Services hhs.iowa.gov
Kansas	www.kscourts.gov Case search: casesearch.kscourts.gov	Kansas Department of Revenue — Division of Vehicles www.ksrevenue.gov	Kansas Department of Revenue www.ksrevenue.gov	Kansas Bureau of Investigation www.kansas.gov	Kansas Department for Children and Families www.dcf.ks.gov
Kentucky	www.kycourts.gov County first: Circuit Court Clerks by county (kycourts.gov) Court records: www.kycourts.gov/Pages/Request-Court-Records.aspx	Kentucky Transportation Cabinet — Driver Licensing drive.ky.gov	Kentucky Department of Revenue revenue.ky.gov	Kentucky State Police kentuckystatepolice.org	Kentucky Cabinet for Health and Family Services www.chfs.ky.gov
Louisiana	www.lasc.org No statewide search: ask the Clerk of Court in the parish.	Louisiana Office of Motor Vehicles www.expresslane.org	Louisiana Department of Revenue revenue.louisiana.gov	Louisiana State Police lsp.org	Louisiana Department of Children and Family Services www.dcfs.louisiana.gov

State	Court records	Driver record	State tax records	State criminal history	Child-welfare records
Maine	www.courts.maine.gov County first: Find a court (courts.maine.gov) Court records: www.courts.maine.gov/help/records.html	Maine Bureau of Motor Vehicles www.maine.gov	Maine Revenue Services www.maine.gov	Maine State Police — State Bureau of Identification www.maine.gov	Maine Office of Child and Family Services www.maine.gov
Maryland	www.mdcourts.gov Case search: casesearch.courts.state.md.us/casesearch	Maryland Motor Vehicle Administration mva.maryland.gov	Comptroller of Maryland www.marylandtaxes.gov	Maryland Department of Public Safety and Correctional Services — CJIS www.dpscs.state.md.us	Maryland Department of Human Services dhs.maryland.gov
Massachusetts	www.mass.gov/topics/courts Case search: www.masscourts.org	Massachusetts Registry of Motor Vehicles www.mass.gov	Massachusetts Department of Revenue www.mass.gov	Massachusetts Department of Criminal Justice Information Services (iCORI) www.mass.gov	Massachusetts Department of Children and Families www.mass.gov
Michigan	www.courts.michigan.gov Case search: micourt.courts.michigan.gov/case-search	Michigan Secretary of State www.michigan.gov	Michigan Department of Treasury — Taxes www.michigan.gov	Michigan State Police (ICHAT) www.michigan.gov	Michigan Department of Health and Human Services www.michigan.gov
Minnesota	www.mncourts.gov Case search: publicaccess.courts.state.mn.us/CaseSearch	Minnesota Driver and Vehicle Services dps.mn.gov	Minnesota Department of Revenue www.revenue.state.mn.us	Minnesota Bureau of Criminal Apprehension dps.mn.gov	Minnesota Department of Children, Youth, and Families dcyf.mn.gov
Mississippi	courts.ms.gov Case search: www.courts.ms.gov/mec/mec.php	Mississippi Department of Public Safety — Driver Service Bureau www.dps.ms.gov	Mississippi Department of Revenue www.dor.ms.gov	Mississippi Department of Public Safety — Criminal Information Center www.dps.ms.gov	Mississippi Department of Child Protection Services www.mdcps.ms.gov
Missouri	www.courts.mo.gov Case search: www.courts.mo.gov/casenet/base/welcome.do	Missouri Department of Revenue — Driver License dor.mo.gov	Missouri Department of Revenue dor.mo.gov	Missouri State Highway Patrol — Criminal Justice Information Services www.mshp.dps.missouri.gov	Missouri Children's Division dss.mo.gov
Montana	courts.mt.gov No statewide search: ask the clerk of court in the county.	Montana Motor Vehicle Division dojmt.gov	Montana Department of Revenue mtrevenue.gov	Montana Department of Justice — criminal record background checks dojmt.gov	Montana Department of Public Health and Human Services dphhs.mt.gov
Nebraska	supremecourt.nebraska.gov Case search: www.nebraska.gov/justicecc/ccname.cgi	Nebraska Department of Motor Vehicles dmv.nebraska.gov	Nebraska Department of Revenue revenue.nebraska.gov	Nebraska State Patrol statepatrol.nebraska.gov	Nebraska Department of Health and Human Services dhhs.ne.gov
Nevada	nvcourts.gov County first: Find a court (nvcourts.gov)	Nevada Department of Motor Vehicles dmv.nv.gov	Nevada Department of Taxation (no personal income tax) tax.nv.gov	Nevada Department of Public Safety — Records, Communications and Compliance Division rccd.nv.gov	Nevada Division of Child and Family Services dcfs.nv.gov

State	Court records	Driver record	State tax records	State criminal history	Child-welfare records
New Hampshire	www.courts.nh.gov Case search: www.courts.nh.gov/our-courts/electronic-services	New Hampshire Division of Motor Vehicles www.dmv.nh.gov	New Hampshire Department of Revenue Administration www.revenue.nh.gov	New Hampshire State Police www.nh.gov	New Hampshire Department of Health and Human Services www.dhhs.nh.gov
New Jersey	www.njcourts.gov Case search: portal.njcourts.gov	New Jersey Motor Vehicle Commission www.nj.gov	New Jersey Division of Taxation www.nj.gov	New Jersey State Police www.njsp.org	New Jersey Department of Children and Families www.nj.gov
New Mexico	www.nmcourts.gov Case search: caselookup.nmcourts.gov	New Mexico Motor Vehicle Division www.mvd.newmexico.gov	New Mexico Taxation and Revenue Department www.tax.newmexico.gov	New Mexico Department of Public Safety www.dps.nm.gov	New Mexico Children, Youth and Families Department www.cyfd.nm.gov
New York	www.nycourts.gov Case search: iapps.courts.state.ny.us/webcivil/ecourtsMain	New York Department of Motor Vehicles dmv.ny.gov	New York Department of Taxation and Finance www.tax.ny.gov	New York Division of Criminal Justice Services www.criminaljustice.ny.gov	New York Office of Children and Family Services ocfs.ny.gov
North Carolina	www.nccourts.gov Case search: portal-nc.tylertech.cloud	North Carolina Division of Motor Vehicles www.ncdot.gov	North Carolina Department of Revenue www.ncdor.gov	North Carolina State Bureau of Investigation ncsbi.gov	North Carolina Department of Health and Human Services www.ncdhhs.gov
North Dakota	www.ndcourts.gov Case search: publicsearch.ndcourts.gov	North Dakota Department of Transportation — Driver License www.dot.nd.gov	North Dakota Office of State Tax Commissioner www.tax.nd.gov	North Dakota Attorney General — Bureau of Criminal Investigation attorneygeneral.nd.gov	North Dakota Health and Human Services www.hhs.nd.gov
Ohio	www.supremecourt.ohio.gov No statewide search: ask the Clerk of Courts in the county.	Ohio Bureau of Motor Vehicles www.bmv.ohio.gov	Ohio Department of Taxation tax.ohio.gov	Ohio Attorney General — Bureau of Criminal Investigation www.ohioattorneygeneral.gov	Ohio Department of Children and Youth childrenandyouth.ohio.gov
Oklahoma	www.oscn.net Case search: www.oscn.net/dockets/search.aspx	Service Oklahoma (driver licensing) oklahoma.gov	Oklahoma Tax Commission oklahoma.gov	Oklahoma State Bureau of Investigation osbi.ok.gov	Oklahoma Human Services oklahoma.gov
Oregon	www.courts.oregon.gov Case search: www.courts.oregon.gov/services/online/Pages/ojcin.aspx	Oregon Driver and Motor Vehicle Services www.oregon.gov	Oregon Department of Revenue www.oregon.gov	Oregon State Police www.oregon.gov	Oregon Department of Human Services www.oregon.gov
Pennsylvania	www.pacourts.us Case search: ujsportal.pacourts.us	PennDOT Driver and Vehicle Services www.dmv.pa.gov	Pennsylvania Department of Revenue www.revenue.pa.gov	Pennsylvania State Police — PATCH (your own record check) epatch.pa.gov	Pennsylvania Department of Human Services www.dhs.pa.gov
Rhode Island	www.courts.ri.gov Case search: publicportal.courts.ri.gov	Rhode Island Division of Motor Vehicles dmv.ri.gov	Rhode Island Division of Taxation tax.ri.gov	Rhode Island Attorney General — Bureau of Criminal Identification riag.ri.gov	Rhode Island Department of Children, Youth and Families dcyf.ri.gov

State	Court records	Driver record	State tax records	State criminal history	Child-welfare records
South Carolina	www.sccourts.org Case search: publicindex.sccourts.org	South Carolina Department of Motor Vehicles www.scdmvonline.com	South Carolina Department of Revenue dor.sc.gov	South Carolina Law Enforcement Division www.sled.sc.gov	South Carolina Department of Social Services dss.sc.gov
South Dakota	ujs.sd.gov Case search: ujspars.sd.gov	South Dakota Department of Public Safety — Driver Licensing dps.sd.gov	South Dakota Department of Revenue (no personal income tax) dor.sd.gov	South Dakota Attorney General — Division of Criminal Investigation atg.sd.gov	South Dakota Department of Social Services dss.sd.gov
Tennessee	www.tncourts.gov County first: Court clerks by county (tncourts.gov)	Tennessee Department of Safety — Driver Services www.tn.gov	Tennessee Department of Revenue (no wage income tax) www.tn.gov	Tennessee Bureau of Investigation www.tn.gov	Tennessee Department of Children's Services www.tn.gov
Texas	www.txcourts.gov Case search: research.txcourts.gov/CourtRecordsSearch	Texas Department of Public Safety — Driver License Division www.dps.texas.gov	Texas Comptroller of Public Accounts (no personal income tax) comptroller.texas.gov	Texas Department of Public Safety — Crime Records Division www.dps.texas.gov	Texas Department of Family and Protective Services www.dfps.texas.gov
Utah	www.utcourts.gov Case search: www.utcourts.gov/en/court-records-publications/records/xchange.html	Utah Driver License Division dld.utah.gov	Utah State Tax Commission tax.utah.gov	Utah Bureau of Criminal Identification bci.utah.gov	Utah Division of Child and Family Services dcfs.utah.gov
Vermont	www.vermontjudiciary.org Case search: portal.vtcourts.gov/Portal	Vermont Department of Motor Vehicles dmv.vermont.gov	Vermont Department of Taxes tax.vermont.gov	Vermont Crime Information Center vcic.vermont.gov	Vermont Department for Children and Families dcf.vermont.gov
Virginia	www.vacourts.gov Case search: eapps.courts.state.va.us/ocis	Virginia Department of Motor Vehicles www.dmv.virginia.gov	Virginia Department of Taxation www.tax.virginia.gov	Virginia State Police vsp.virginia.gov	Virginia Department of Social Services www.dss.virginia.gov
Washington	www.courts.wa.gov Case search: odysseyportal.courts.wa.gov	Washington Department of Licensing dol.wa.gov	Washington Department of Revenue (no personal income tax) dor.wa.gov	Washington State Patrol (WATCH) www.wsp.wa.gov	Washington Department of Children, Youth, and Families www.dcyf.wa.gov
West Virginia	www.courtswv.gov No statewide search: ask the clerk of court in the county.	West Virginia Division of Motor Vehicles transportation.wv.gov	West Virginia Tax Division tax.wv.gov	West Virginia State Police wvsp.gov	West Virginia Department of Human Services dhhr.wv.gov
Wisconsin	www.wicourts.gov Case search: wcca.wicourts.gov	Wisconsin Department of Transportation — DMV wisconsindot.gov	Wisconsin Department of Revenue www.revenue.wi.gov	Wisconsin Department of Justice — Crime Information Bureau www.doj.state.wi.us	Wisconsin Department of Children and Families dcf.wisconsin.gov
Wyoming	www.courts.state.wy.us County first: Find a court (wyocourts.gov)	Wyoming Department of Transportation — Driver Services www.dot.state.wy.us	Wyoming Department of Revenue (no personal income tax) revenue.wyo.gov	Wyoming Division of Criminal Investigation wyomingdci.wyo.gov	Wyoming Department of Family Services dfs.wyo.gov