

You are not complete with this process until you have selected “Release Request, Transmit to Agency” within the last page of the e-QIP.

****Please check your email for any additional documentation that may be required (i.e. Fingerprints, Citizenship Verification)**

Section(s)	Helpful Hints (Use extra caution on bold items)	Common Rejects
Sections 1-7	<p>only (If you use an initial only, please provide a detailed explanation)</p> <p>Must enter your correct city of birth. (Despite login instructions, “unknown is not acceptable in section 3)</p>	<p>Section 1- Middle Initial</p> <p>Section 3- “Unknown” for city of birth</p>
Sections 8-10	<p>Document number(s) must be provided (You select “none” as document type and provide a detailed explanation in the comments if you cannot provide the required information and/or your unsuccessful attempts to obtain it)</p> <p>If born overseas to U.S. Parents, you must mark being a U.S. Citizen/ national by birth born to U.S. parent(s) in a foreign country</p>	<p>Section 9 – Being born outside the US (excluding</p>

Section 12

Must provide complete street address(es) for all schools

Section 19-21	Only provide foreign contact(s) with whom you maintain close and/or continuing contact in Section 19 You must create a separate entry for each country visited in Section 20C, even if visited during the same trip (i.e. cruise) Selecting "no" but providing a comment is considered conflicting information and is grounds for rejection	Listing multiple countries under one entry
Section 22-25	You must provide complete and detailed explanations for all incidents Selecting "no" but providing a comment is considered conflicting information and is grounds for rejection	Insufficient Information