

## Residency and Citizenship Questionnaire

Last Name:	First Name:	Middle Name:	Suffix:	SSN (last 4 digits):
Country of Birth:		Countries of Citizenship:		

The Department of Justice (*DOJ*) and the Bureau of Alcohol, Tobacco, Firearms and Explosives (*ATF*) have specific regulations and policies that an individual must comply with so they can be granted access to ATF information, information technology (*IT*) systems, and/or unescorted access to ATF facilities. To ensure compliance with these regulations and policies, you must respond to the questions below and sign and date this questionnaire in the certification section.

1. **Residency Requirement:** The DOJ requires that during three of the last five years, you have resided in the United States, worked for the United States in a foreign country in a federal, military, or federally-sponsored capacity, and/or been a dependent of a federal or U.S. military employee in a foreign country. You may be asked to provide sufficient documentation to meet this residency requirement. Mark an "X" in the box that describes your residency over the past five years.
- I resided in the United States for three out of the last five years.
- I worked for the United States in a foreign country in a federal, military or federally-sponsored capacity for three of the last five years.
- I have been a dependent (*includes spouse*) of a federal or U.S. military employee in a foreign country for three of the last five years.
- For three of the last five years, I have met the residency requirement through a combination of the above three criteria.
- I do not meet any of the above requirements.
2. **Citizenship Requirement:** The DOJ requires that an individual requesting access to ATF information and/or unescorted access to ATF facilities must be a United States citizen or foreign national legally permitted to reside in the United States. If you are a foreign national, your country of citizenship must be included in the Department of State's U.S. Treaties in Force. A current list of these countries can be found on the following website: <https://state.gov/treaties-in-force>.
- 2a. Are you a United States citizen? Yes  No  (*If no, respond to 2b, below.*)
- 2b. Are you a foreign national legally permitted to reside in the United States? Yes  No

**Certification of Residency and Citizenship Questionnaire:** My responses to the above questions are true and correct to the best of my knowledge and belief and are made in good faith. I understand that intentionally withholding, misrepresenting, or falsifying information will have a negative effect on my employment or service opportunities with ATF.

Signature:	Date:
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## Privacy Act Statement

The following information is provided pursuant to Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a(e)(3)):

- Authority.** Solicitation of this information is made pursuant to Executive Orders 13764 and 13467. Disclosure of this information by the individual is voluntary.
- Purpose.** The information will be used to determine the eligibility of the individual for employment or service opportunities with ATF.
- Routine uses.** The information will be used by ATF to make a determination as set forth in the Purpose section of this Statement. This information becomes a part of the permanent personnel security record of all candidates and is included in Internal Security Record System - Justice/ATF-006 (68 FR 3555-6) and is subject to all of the published routine uses of that system of records. Specifically, the information may be disclosed by ATF to third parties while making a determination as to the individual's fitness for employment or service opportunities with ATF.
- Effects of not supplying the requested information.** Failure to supply complete information may require ATF to determine an individual's eligibility for employment or service opportunities with ATF based on the information available.
- Disclosure of Social Security Number (SSN).** Disclosure of the individual's SSN is voluntary. Under Executive Order 9397, ATF has the authority to solicit an individual's SSN. The SSN may be used to verify the individual's identity.

## Paperwork Reduction Act

This request is in accordance with the Paperwork Reduction Act of 1995. This information collection will be used to determine if a candidate for federal or contractor employment at the Bureau of Alcohol, Tobacco, Firearms and Explosives (*ATF*) meets U.S. residency and citizenship requirements. The appropriate ATF office (*i.e., Personnel Security Division*) will maintain a copy of this form. It will be used to document authorized disclosure of background investigation information.

The estimated average burden associated with this collection is 5 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to: Reports Management Officer, Resource Management Staff, Contracts and Forms Office, Bureau of Alcohol, Tobacco, Firearms and Explosives, 99 New York Ave, N.E., Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget control number.