



Guidelines for Completing the SF86

ALKU Government Solutions
13665 Dulles Technology Drive #200
Herndon, VA 20171
(703)773-6080

Instructions for completing the SF86

You may submit your last SF86 along with the SF86C and Release Pages.

If you DO NOT have your last SF86 or it is older than 5 years, then you will need to complete a new SF86 packet and submit that along with Release Pages.

If you need additional space to provide additional information, please use the SF86A or blank pages. If using blank pages, ensure the format matches the corresponding section on the SF86. You need to print your name and SSN, sign, and date each additional page.

IMPORTANT: Before filling out the SF86, make note of the following tips to successfully complete the form:

1. All data must be typed. Hand written submissions will be rejected.
2. Make sure to include ALKU Government Solutions as your current employer.
 - a. In the "Employer Address" field, enter 13454 Sunrise Valley Dr. Ste #230, Herndon, VA, 20171.
 - b. In the "Employer's Phone Number" field, enter (703) 579-1163.
 - c. Leave the "Physical Location" section blank
 - d. In the "Supervisor" section, enter your ALKU Manager's name, title, and phone number.
3. Provide the last 10 years of data or back to your 18th birthday.



4. Ensure that dates overlap and that there are no breaks in coverage.
5. Ensure your SSN is listed correctly on each page.
6. You are responsible for retaining a copy of your SF86.
7. Remember there are four signature pages that require your wet signature:
 - a. Certification Page
 - b. General Release
 - c. Medical Release
 - d. Credit Release
 - e. Print your name, SSN, sign, and date any additional Continuation Pages.

To Submit your SF86 to ALKU Security either:

- Send encrypted / password protected email to: rdeck@alku.com
- Mail or deliver to ALKU's Herndon office:

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