

April 30th, 2003

EPSQ NEWSLETTER

Procedures to fax releases upon EPSQ submission!

DSS recently disseminated procedures to fax releases upon EPSQ submission. These procedures allow nearly "real-time" electronic processing of releases and can be found at <http://www.dss.mil/epsq/faxreleasefinal.pdf>. We have received overwhelming participation from our customers and want to thank you for your support with this initiative.

A few reminders when faxing releases to DSS:

- Please fax only releases with the cover sheet provided by DSS (available at <http://www.dss.mil/epsq/faxreleasecvr.htm>, or via link from www.dss.mil/epsq). Note that each release faxed must have its own cover sheet. It is important not to send EPSQs, fingerprints cards, cancellation requests, etc. to the toll free fax number. Faxing documents other than releases with the designated cover sheet will impede case processing and cause delays in completing investigations.
- Please do not mail releases subsequent to faxing them. Doing so will create duplicate entries and also cause processing delays.
- EPSQs must be transmitted directly to DSS. Please refer to <http://www.dss.mil/epsq/index.htm> for full service information regarding EPSQ submissions.
- Fingerprint cards should be mailed to:

National Agency Records Processing Group (NARP)
Defense Security Service
601 10th Street Suite 125
Fort George G Meade MD 20755-5134

- Requests for cancellation of investigation(s) can be made at <https://sclient.dss.mil/cgi-bin/dpas/cancelform.pl>.
- Form 562s should be sent directly to DISCO, preferably transmitted via EPSQ, to ensure expeditious processing.

Again, we thank you for your support in making this initiative a success!