Sending Releases to Defense Security Service (DSS)

Signed releases are a very important part of every investigative request sent to DSS. To ensure that a quality investigation can be conducted as quickly as possible, DSS must receive the appropriate releases, promptly, and they must be complete, legible and signed.

Quite simply, much of the basic investigative work done by DSS cannot be initiated without the necessary releases.

The preferred method of sending signed releases is by attaching the scanned image directly to the transmitted EPSQ.

DSS encourages customers who have access to a scanner to send a scanned copy (image file) of a single page signed release along with their electronic transmission of EPSQ. You should only send one .tif image file for each User Form sent to DSS. Only scan and attach signed General Releases and signed Medical Releases (if required). If you have fingerprint cards and/or other supporting documentation, please mail to the appropriate address noted below. Make sure you scan the bottom part of the release so that it includes the Signature, Typed or Printed Name, Subject's SSN, and the Signature Date. Make certain that the scanned signature is legible.

Whether you send releases via the U.S. mail or attach them as a scanned image file to your EPSQ transmission, it is important that the following guidelines be followed:

1.Please send the appropriate release (Authorization for Release of Information) for EVERY investigative request submitted to DSS. Also send the medical release (Authorization for Release of Medical Information) if appropriate. These releases are part of the SF86 and SF85P.
2.Ensure that the releases are SIGNED, COMPLETE, and LEGIBLE. The minimum information needed to ensure that a release is usable is a signature, typed or printed name, SSN, and signature date.
3.Please make every attempt to provide signed releases on a single page. EPSQ will often print releases on two pages depending on the amount of information entered on the SF86 or SF85P. While these are acceptable, it is preferred that you provide a single page release. You may provide a signed copy of the print version (SF86 or SF85P) release if your EPSQ release is more than one page. A blank copy of these releases is available for download at http://www.dss.mil/epsq/download_release.htm.

Detailed information on how to attach scanned images to EPSQ data transmissions can be found at http://www.dss.mil/epsq/epsqfaq/epsqfaq7.htm. Questions can be directed to DSS's Customer Call Center (1-800-542-0237).

If you choose to mail the signed release(s), please send to the address below. Upon receipt, the releases are scanned into DSS's Case Control Management System and made available to the investigators. (Releases may be sent together with fingerprint cards when fingerprint cards are required.)

For either U.S. Mail or an overnight delivery service (i.e. FedEx) – send to:

National Agency Records Processing Group (NARP)
Defense Security Service
601 10th Street Suite 125

Fort George G Meade MD 20755-5134