

**Identification Documents Required for Volunteers**

Job Description	Length of Time Volunteering	Documents Required
<ul style="list-style-type: none"> <li>• Access to public areas only</li> <li>• Will not have access to Service facilities or information systems</li> </ul>	Any length of time	<ul style="list-style-type: none"> <li>• In most circumstances, none required</li> <li>• If he/she will be working unsupervised with a minor(s), FD 258 – Fingerprint Check Card</li> </ul>
<ul style="list-style-type: none"> <li>• Unsupervised access to Service facilities or information systems</li> </ul>	For 120 days or less**	<ul style="list-style-type: none"> <li>• OFI Form 86 C – SAC-Special Agreement Check</li> <li>• FD 258 – Fingerprint Check Card</li> </ul>
<ul style="list-style-type: none"> <li>• Unsupervised access to Service facilities or information systems</li> </ul>	For more than 120 days**	<ul style="list-style-type: none"> <li>• OF-306 – Declaration for Federal Employment</li> <li>• Copy of signed and dated resume***</li> <li>• FD-258 – Fingerprint Check Card</li> <li>• SF-85 – Questionnaire for Non-Sensitive Position (also called a NACI)</li> <li>• If he/she will be working unsupervised with a minor(s) – SF-85, Questionnaire for Non-Sensitive Position w/childcare (also called a CNACI)</li> </ul>

\*\* **NOTE:** Days are calendar days, not actual volunteer days worked. The clock starts at day 1 and ends 120 days later.

\*\*\* A resume is required by OPM to verify employment.

For additional information on the documents required, please contact your Regional office of Human Resources.