



e-QIP INITIATION REQUEST

To be submitted by the COTR on behalf of contractors selected to support the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE).

CONTRACTOR'S INFORMATION

Full Name: _____

Last, First Middle (If no middle name, enter "NMN". If only middle name used, enter initial and "MI Only")

SSN: _____

POB: _____ DOB: _____

(City and State)

POSITION TITLE: Linguist RISK LEVEL: High

Email address of Contractor Applicant: _____

Telephone Number of Contractor Applicant: _____

COTR INFORMATION

CONTRACT NAME: Title III Translation/Transcription Services

CONTRACT # HSCEOP-07-A-00034

COTR NAME: (print) Sharon Hickman COTR EMAIL: Sharon.Hickman@dhs.gov

COTR TELEPHONE NUMBER: 703-495-6034

The subject identified above has been selected to support Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) through a Federal sanctioned procurement process. The contractual agreement requires employment suitability screening. Use the above information to initiate the applicant's e-QIP record.

COTR SIGNATURE: _____ DATE: _____