

INSTRUCTIONS FOR OBTAINING SPECIAL SWORN STATUS CENTER FOR ECONOMIC STUDIES

*****Please follow the instructions carefully*****

Create a user account on the Center for Economic Studies (CES) project management system (<http://www.ces.census.gov>).

1. On the upper right part of the webpage click on “**Create Account.**” This will open up a template where you can provide information about yourself. Required items are shown in **red**, but we encourage you to provide all relevant information. (Please click on the **Privacy Policy Statement** see how we protect all information you provide).
2. When completed, click on “**Create Account**” at the bottom of the page.
3. The System will send you an email containing a randomly generated password for your initial login to your account. We encourage you to use the change password utility under **Account Maintenance** to create a password only you will know and remember.
4. Once you have established your user account, please send an email to Ann Schatzer at CES (ann.schatzer@census.gov) who will then associate you with the project(s) you will be working on at one of the CES Research Data Centers (RDC).
5. To the extent possible, please try to make your CES project management system address the same one that you use to receive materials from express package delivery services (CES uses Federal Express exclusively - FedEx).

Take required training

1. **Personal Identity Verification Applicant Training (PIV).** This can be accomplished through the Worldwide Web at <http://osec.doc.gov/ocy/HSPD12/Applicants.htm>. Print out the training certificate and make a copy for yourself.
2. **Fiscal Year 2007 IT Security Awareness Training** (FY2008 after September 30, 2007).
 - a. Navigate to <http://www.census.gov/itso/security-awareness07/>
 - b. Enter User Name: **Census07** (case sensitive).
 - c. Enter Password: **19n0ranc3** (case sensitive).
 - d. Take the course by reading each screen.
 - e. Complete the 10 Knowledge Check questions.
 - f. Click on the “Get Your Completion Certificate” link.
3. **Fiscal Year 2007 Title 13: Safeguarding Census Confidential Data 2007 Training.** The recommended Internet Browser for this Internet based training is Microsoft Internet Explorer. The training requires that Flash Player Version 8 or higher be installed.
 - a. Navigate to <http://www.census.gov/main/training/title13/>
 - b. Enter User Name: **2007title13** (case sensitive).

- c. Enter Password: **Book#2007** (case sensitive).
 - d. Take the course by reading each screen.
 - e. Complete the Knowledge Check questions.
 - f. Print the completion certificate
4. **Fiscal Year 2007 Title 26 Awareness Training**
- a. Navigate to: <http://www.census.gov/main/training/title26/>
 - b. Enter User Name: **title26** (case sensitive).
 - c. Enter Password: **title26** (case sensitive).
 - d. Take the course by reading each screen.
 - e. Complete the Knowledge Check questions.
 - f. Print the completion certificate.

Complete the necessary application forms

1. Navigate to <http://osec.doc.gov/osy/HSPD12/Applicants.htm>
2. Complete the following forms available on this website. They are in Portable Document Format (PDF) and can be filled out on-line (**Strongly recommended**). Handwritten versions of submitted forms often prove to unreadable and must be returned to the applicant, which delays the application process.
 - a. ***Employee Eligibility Verification Form I-9***
 - i. Fill out, sign and date
 - ii. Include with this form legible copies of two forms of identification. One must be a Federal or State issued photo ID (See the list of acceptable documents on page 3 of the I-9). Include one form of identification from each of Columns A and B, or include one form of identification from each of Columns B and C. For each form of identification provide a written note including the document type (from the list of acceptable documents) issuing authority (e.g., State of Maryland), document number, and expiration date (if any). If you are not a U.S. citizen you must include a copy of your current passport or a copy of the passport under which you entered the United States.
 - b. ***Background Investigation Form SF-85P***
 - i. This is the Questionnaire for Public Trust Positions (for Moderate Risk, Moderate Risk/IT, and High Risk positions).
 - ii. Must be completed on line.
 - iii. Questions? Office of Security (301-763-2881)
 - c. ***Declaration for Federal Employment – OF-306***
 - i. Must be completed on line
 - ii. Questions? Office of Security (301-763-2881)
 - d. ***Fair Credit Reporting Act Form***
3. Forms available from CES
 - a. ***Notarized Special Sworn Status Form BC-1759***
 - i. Downloadable from CES website. Click on “Forms and Documents.”
 - ii. Complete Part A.

- iii. Sign Part B.
- iv. Sign Part C after taking Title 13 oath in front of a Notary Public.
- b. ***Fingerprint Charts FD-258***
 - i. Not available on line
 - ii. CES will send blank copies on request.
 - iii. Fingerprints may be taken at any police station or Census Bureau office.
- c. ***Census Information Technology Security Form***
 - i. General Rules of Behavior.
 - ii. Downloadable from CES website.
 - iii. Read, sign, and date.
 - iv. Do not fill in space for User ID.
- d. ***Researcher Information Sheet***
 - i. For CES internal purposes
 - ii. Downloadable from CES website

Submission of Full Application

1. Send the full application packet to CES, NOT to the Office of Security or the RDC Administrator. Keep photocopies of all documents in the event of loss.
2. Send by express delivery service (e.g., FedEx, UPS, DHL)
3. Do NOT send by the US Postal Service. All USPS received mail is irradiated and takes several weeks to arrive at CES.
4. Send to:

Ann Schatzer
U.S. Census Bureau
CES/2K134D
4600 Silver Hill Road
Suitland, MD 20746
(301) 763-1830