

CORPORATE LETTERHEAD

NOTICE OF SUITABILITY OR FITNESS DETERMINATION
FOR
A POSITION OF PUBLIC TRUST

DATE:

A favorable suitability or fitness determination was made by the (*Name of U. S. Government Agency*) is hereby verified for the following individual:

Full Name:

SSN:

Place of Birth:

Date of Birth:

Type of Background Investigation:

Completion Date of Background Investigation:

Background Investigation Conducted By:

Access Level:

Adjudicating Agency's Personnel Security Point of Contact and Telephone Number:

DEA Contract/Task Order/Purchase Order/Agreement Number:

Candidate's Labor Category:

Please contact me at (*telephone number*) if you have any questions or need additional information.

Sincerely,

(*Signature*)

Typed Name of Corporate or Facility Security Officer (as applicable)