Local National Screening Program (LNSP) Checklist v6 dated 01 NOV 26

Please use this checklist to verify all LNSP case requirements have been met before submitting a background check in LNSP.

1. Does the person already have a favorable background check? Verify using LNSP program.

2. Does this person have a case already processing? If a case has been processing for over a year and is still required, request for it to manually rejected & initiate a new background check in LNSP with all new documentation.

3. Did you upload all of the required AE 604-1B Questionnaire in order with signatures pages signed in blue, black ink, or digital. **The ONLY accepted AE form is dated APR26.**

***Note** - We require pages 1, 2, 3, 4, 5, 14 or 16. If any pages are missing or if the signature pages are not signed with blue or black ink, we will return the case for correction.

4. Did you provide a local German Police Good Conduct Certificate (PGCC)?

***Note** - We only accept a PGCC from Germany. A PGCC from another country is **not** acceptable. PGCCs are only required for new hires, not for 5yr LNSP rescreens.

5. Was the national dentification or passport uploaded into the LNSP system (front & back)? Do not upload any other type of identification.
***Note** - All edges must be shown in the scan.

6. Do all the documents uploaded into the LNSP system belong to the correct individual?

7. Is the First, Middle, and Last (Family) Name spelled correctly or was the first and last name switched when typed into the LNSP system? ***Note**: Middle names on IDs must be entered in the LNSP portal application.*

8. Is the date of birth and place of birth correct?

9. Is the individual's gender correct?

10. Individuals must have lived in Germany for a minimum of 12 continuous months leading up to the background check. Non-German Citizens must provide proof of 1 year residence in Germany. German citizens do not require any proof of residence.

***Note** - Registration from the local German Rathaus is required as proof of residence for individuals from the European Union **(EU)**.

****Note** - Registration from the local German Rathaus is required for proof of residence for individuals from **non-German** citizens.

11. Are the residential history dates typed into the LNSP system correctly? Are the street addresses typed into the LNSP system correct, i.e. dates, postcodes, state?

***Note** – incorrect address information causes many BfV manual rejections. Do not use commas or periods.

12. Umlauts, Eszetts, and Accents cannot be used (do not copy & paste).

***Note** - Use of the Umlauts, Eszetts, and Accents causes the system to reject after it has been sent forward for processing. Umlauts, Eszetts, and Accents found on the 604-1B questionnaire are okay.

****Note** - **Only** for German names // in lieu of Umlauts and Eszetts, the following spellings should be used (Turkish or other countries with unlauts just use the vowel as is):

ä = ae

ö = oe

ü = ue

ß = SS

13. Submitters should provide their email address and ensure their account information is kept updated.

14. For 5yr LNSP re-screening, ensure to always verify any information provided by applicant on 9.2 (previous security check) section of AE 604-1b.

15. Please pay attention to details, review, & verify all documents provided against the information provided in the AE 604-1b (APR26) before submitting LNSP case to USAREUR-AF LNSP team.