

Instructions for Sending Paper Documents to the EPA Personnel Security Branch

When sending printed and signed documents to the EPA Personnel Security Branch (PSB), please use a delivery method that safeguards your information and is trackable.

UPS Address

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U.S. EPA Headquarters
WJC–East
Mail Code 3206M, Room B414
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Washington, DC 20004

U.S. Postal Service Address

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If you already work at EPA headquarters offices in the Washington, DC, area, you may hand-deliver printed and signed documents to the PSB office in the William Jefferson Clinton Federal Building East, Room B414.

EPA pouch mail is an option if you work at EPA headquarters, a regional office, Research Triangle Park, or Cincinnati. To use EPA pouch mail, put your envelope of materials inside a white and purple “Custom Designed Mail URGENT” mailer and hand-deliver it to your local facility’s mail center, making sure it is logged in.

If you have questions about these delivery instructions, please refer to your original email from PSB. Do not click on the **Contact Us** link for background investigation-related questions.

[Contact Us](#) to ask a question, provide feedback, or report a problem.