
ALTERNATE CREDIT WORTHINESS EVALUATION

This form is being used in lieu of a credit check submitted through a credit reporting agency. **False statements may result in penalties (18 U.S.C. 1001).** For the purpose of the government charge card, the answers provided below will be used to determine the spending limit to which you are entitled. Individuals who decline both a credit check and completion of this form will not be issued a charge card. Please read the Privacy Act Statement and Instructions on the next page before completing this form.

SECTION I – PERSONAL IDENTIFYING INFORMATION

| | |
|---|--|
| Name (<i>Last, first, middle initial, suffix</i>) | Work Telephone Number (<i>include area code</i>) |
|---|--|

| |
|----------------|
| E-mail Address |
|----------------|

SECTION II – PERSONAL FINANCIAL INFORMATION

Please check "Yes" or "No" in the checkboxes provided for each question below.

Have you had a government charge card cancelled as a result of delinquency or misuse?
(*Actions which were reversed through appeal do not have to be included*) Yes No

In the past 7 years, have you been subject to any disciplinary action or adverse action stemming from the improper use of a government charge card? (*Actions which were reversed through appeal do not have to be included.*) Yes No

SECTION III – CERTIFICATION

I declare under penalty of perjury that I have examined all of the information on this form, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this information, commits a crime and may be sent to prison, or may face other penalties, or both.

| | |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

SECTION IV – TO BE COMPLETED BY THE AGENCY/ORGANIZATION PROGRAM COORDINATOR (A/OPC)

| | | |
|---|-------------------|------|
| A/OPC's Name (<i>Last, First, Middle Initial</i>) | A/OPC's Signature | Date |
|---|-------------------|------|

Important Information

Follow the instructions fully and answer all questions or we cannot process your form. Follow the instructions given to you by the person who gave you the form and any other clarifying instructions furnished by that person to assist you in completion of the form. Be sure to sign and date the certification statement in Section III.

Purpose of this Form

Complete this form only if you have declined to permit a credit check for a government charge card.

General Instructions

1. Type or legibly print your answers in ink. If your form is not legible, it will not be accepted.
2. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify the form consistent with their intent.
3. All telephone numbers must include area codes.
4. All dates provided on this form must be in Month/Day/Year or Month/Year format.
5. If the address is outside of the United States, please indicate the country.

If you have any questions, contact the Agency/Organization Program Coordinator who gave you the form or your Approving Official/Supervisor.

The Review Process

The information that you provide is considered to be truthful and accurate. You should provide your completed form to your Agency/Organization Program Coordinator. Individuals unable or unwilling to sign this form will not be issued a government charge card. If your answers reflect that no financial risk exists, your form will be maintained along with your application for the government charge card for which you are applying as a result of your official duties. Should information arise at a later date that would cause your current answers to be incorrect, you may revise and resubmit the form. Any information that indicates that your responses are not accurate or truthful may result in administrative action.

Penalties for Inaccurate or False Statements

The U. S. Criminal Code (Title 18, Section 1001) provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 and/or 5 years imprisonment, or both. In addition, Federal agencies usually remove from their employment, do not grant a security clearance, or disqualify individuals who have materially and deliberately falsified these forms, and this remains a part of the permanent record for future placements. Because the position you are in is considered necessary to require use of a government charge card, your trustworthiness and creditworthiness are important considerations in determining your eligibility for retention of a government charge card.

Privacy Act Notice

The Agency is authorized by E.O. 9397 (SSN); P.L. 108-447 Sec. 639 and 5 U.S.C. 5707 and implementing Federal Travel Regulations, FPMR 101-7, to ask you to give us the information on this form.

The purpose of this form is to collect information related to determining whether Federal employees who are applicants for and will be issued a government charge card have suitable credit histories to ensure the appropriate use of such card for government duties.

The information from this form will be used primarily as the basis for evaluating the credit worthiness of an individual in the absence of an authorized credit check. The information on this form may be disclosed as generally permitted under 5 U.S.D. Section 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary for administrative purposes or as authorized by routine uses in the GSA/GOV'T 3 system of records.

Disclosure is voluntary; however, if you do not provide the requested information, you may not be able to obtain a Department of the Interior integrated government charge card to perform government duties.