Naval Reactors Personnel Security Information Reporting Form

(Marriage, Divorce, Or Cohabitation - Includes Associated Legal Name Change)

The individual filling out this form is responsible for ensuring no classified, Unclassified Controlled Nuclear Information, or Unclassified Naval Nuclear Propulsion Information is included or attached.

Only use this section if this is regarding some other individual. Check this box and provide your contact information here. Leave blank any information not known about the individual. ☐

Name: | Phone Number: | Unclassified Email Address: (To contact you)

CLEARANCE HOLDER/APPLICANT INFORMATION THIS REPORT IS APPLICABLE TO

Today's Date:

☐ Federal
☐ Contractor

Work Location (Site and City/State):

Name (Last, First, Middle):

Employer:

Date of Birth: | Last 4 SSN: | DOE# (If Known) | Clearance Level: | Special Access: ☐ HRP ☐ SCI

Home Address: | City, State, Zip

Work Phone: | Home or Cell Phone: | Unclassified Email Address: (To use for contact)

Marriage, Divorce, Cohabitation (Includes Associated Legal Name Change)

What are you reporting?

☐ Marriage (Complete Attached Form)
☐ Divorce
☐ Cohabitation (Complete Attached Form)
☐ Legal Name Change

Complete the following as applicable:

Date of Marriage, Divorce, or Cohabitation:

Date of Legal Name Change:

Changes from Divorce (e.g., Name, Address, Cohabitants):

See Next Page

Form Revision: 10/2026

Controlled by:	Department of Energy
Controlled by:	Naval Reactors Security – 08U
CUI Category:	PRVCY
Dissemination Control:	FEDCON
POC:	412-476-7288/megan.bakkala@nrp.doe.gov

Legal Name Change

Please provide the requested information regarding your name change.

Previous Last Name (include suffix):

Previous First Name:

Previous Middle Name:

New Last Name (include suffix):

New First Name:

New Middle Name:

Please provide a reason for this name change.

Provide any additional information or concerns not already included above:

Questions may be directed to the NR PERSEC Helpdesk: NRPERSEC@unnpp.gov or 518-395-6373

I certify or affirm that the information on this form is true and correct, to the best of my knowledge.

Signature:

Signature may be electronic or wet.

Date:

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DOE F 5631.34
(11-2014)
All Other Editions Are Obsolete

OMB Control No.
1910-1800
OMB Disclosure
Statement on Reverse

U. S. DEPARTMENT OF ENERGY

DATA REPORT ON SPOUSE/COHABITANT

This information is required to assess your DOE access authorization (security clearance) eligibility.
PLEASE READ THE INSTRUCTIONS ON THE BACK BEFORE COMPLETING THIS REPORT.

1. Name of Employee or Applicant (Last, First, Middle):	2. Current Name of ☐ Spouse ☐ Cohabitant (check one) (Last, First, Middle):
3. Other Names Used by Employee or Applicant (Maiden Name and/or names previously used):	4. Other Names Used by Spouse/Cohabitant (Maiden name/ and/or name(s) previously used – include timeframe(s)):
5. Social Security Number of Employee or Applicant:	6. Social Security Number of Spouse/Cohabitant:
7. Beginning Date of Marriage/Cohabitation:	8. Date of Birth of Spouse/Cohabitant:
9. Current Physical Address of Spouse/Cohabitant:	10. Place of Birth of Spouse/Cohabitant (City, State, Country):

11. Citizenship of Spouse/Cohabitant (complete a. or b. – whichever applies):

a. ☐ U.S.

- ☐ By birth
- ☐ Derivative (provide Certificate Number): _____
- ☐ Naturalization (provide Certificate Number/Date/City, State issued): _____ _____

b. ☐ Foreign National

- ☐ Alien Registration Number/Date/City, State Issued: _____

Foreign country(ies) where spouse/cohabitant holds citizenship: _____ _____

12. If your Spouse/Cohabitant is a U.S. Citizen, does he/she hold dual citizenship with any country(ies)?:

☐ No ☐ Yes – list the country(ies): _____

_____ Signature of Employee	_____ Date Signed
DOE File No. (To be filled in by Cognizant Personnel Security Office): _____	

OFFICIAL USE ONLY
(WHEN FILLED IN)

GeneralInformation

Who Should Submit

This form will be completed by persons who marry or begin cohabitating after the time they submit SF 86, "Questionnaire for National Security Positions," in connection with U.S. Department of Energy (DOE) access authorization (security clearance). DOE Form 5631.34 must be submitted within 45 calendar days of the marriage/cohabitation. For the purposes of this form a cohabitant defined as a person who lives with you in a spouse-like relationship or with a similar bond of affection or obligation, but is not your legal spouse, child, or other relative (in-laws, mother, father, brother, sister, etc.).

GeneralInstructions

Complete this form in its entirety. Type or print all answers. Enter "none" when applicable. If more space is needed, use the space below. Specific questions may be referred to the local DOE Cognizant Personnel Security Office that is processing or has processed the request for your DOE access authorization (security clearance).

18 U.S.C. SECTION 1001; ACT OF JUNE 25, 1948; 62 STAT. 749; MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR PRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTERS WITHIN ITS JURISDICTION.

Privacy Act Information Statement

Collection of the information requested is authorized by the Atomic Energy Act of 1954, as amended, Section 145b, Executive Orders 10450, 10865, or 12968, and DOE O 472.2, "Personnel Security." The information placed on this form will be used in determining an individual's eligibility for a DOE access authorization (security clearance). Disclosure of the information requested on this form is voluntary; however, if the information is not provided, the request for DOE access authorization (security clearance) will not be processed or any DOE access authorization (security clearance) then in effect may be terminated in accordance with 10 CFR 710. The original and/or copies of this form are maintained in the DOE Personnel Security File (PSF) of the individual processed for DOE access authorization (security clearance). Access to the DOE PSFs is permitted as stipulated in DOE O 472.2 and as listed in Routine Uses in the DOE System of Records, DOE-43, "Personnel Security Files."

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Health, Safety and Security's Office of Departmental Personnel Security (HS-53), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, D.C. 20585-1290; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, D.C. 20503.

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Submission Instructions

This form is for CLEARANCE HOLDERS and APPLICANTS associated with the Naval Reactors Program / Naval Nuclear Propulsion Program ONLY.

This report is separate and in addition to any reporting required to granting offices for Sensitive Compartmented Information (SCI) or Special Access Program access authorizations.

Mis-routing this form to the incorrect Personnel Security Office will NOT satisfy or comply with your reporting requirements.

The individual filling out this form is responsible for ensuring no classified, Unclassified Controlled Nuclear Information, or Unclassified Naval Nuclear Propulsion Information is included or attached.

Note: You will not receive any confirmation E-mails. Do not send duplicate messages. These forms will be forwarded to NR Personnel Security Office Adjudicators for review. If they require updates or corrections, they will reach out to you directly from a [dot]gov E-mail account. You are required to provide them with any additional requested information. Be advised that all interactions are added to the your case file permanent record and factored into the adjudicative process. Concerns with any interactions can be reported to the Personnel Security Office at 518-395-6373 for escalation to management attention.

Keep a copy of your submission for your own personal records and future reference if questioned.

See the PDF titled "*NR PerSec Reporting Requirements and Instructions*" for more information.

Use one of the following methods to submit your form:

**** AVOID NNPP NET SUBMISSION - IT ADDS TRANSFER REVIEWS BY OTHER PEOPLE ****

1. Sent from PrimeNet:
   E-mail to nrpersec@unnpp.gov
2. Sent from NMCI:
   E-mail to keith.a.stout.civ@us.navy.mil AND karen.a.travis.civ@us.navy.mil
3. Sent from DOE network:
   E-mail to nrpersec.helpdesk@nrp.doe.gov
4. FAX to 518-395-6078
5. USPS mail to:
   US Dept of Energy, NR PERSEC, PO Box 1069, Schenectady, NY 12301-1069
6. Sent from corporate and personal E-mail accounts:
   Send via a password-protected PDF in an unencrypted E-mail to the PerSec Office at nrpersec.helpdesk@nrp.doe.gov and send that password to the PerSec Office via a second, separate email. Contact the PerSec Office at 518-395-6373 with questions.