

Request for DOI Personal Identity Verification (PIV) Credential

Pursuant to Section 3(e)(3) of the Privacy Act of 1974 (Public law 93-573), the individual furnishing information on this form is hereby advised as follows:

1. The authority for solicitation of the information is 5 U.S.C. 301, Presidential Memorandum on Upgrading Security at Federal Facilities, June 28, 1995, and Homeland Security Presidential Directive – 12, August 27, 2004. 2. The principle purposes for which the information is intended to be used are: (a) To ensure the safety and security of DOI facilities and their occupants in which the system is installed; (b) To verify that all persons entering DOI facilities or other Government facilities with smart card systems are authorized to enter them; and (c) To track and control ID security cards issued to persons entering and exiting the facilities. 3. The routine disclosures of the information are: (a) To an expert, consultant, or contractor (including employees of the contractor) of DOI that performs, on DOI's behalf, services requiring access to these records; (b) To the Federal Protective Service and appropriate Federal, State, local or foreign agencies responsible for investigating emergency response situations or investigating or prosecuting the violation of or for enforcing or implementing a statute, rule, regulation, order or license, when DOI becomes aware of a violation or potential violation of a statute, rule, regulation, order or license; (c) To another agency with a similar smart card system when a person with a smart card desires access to that agency's facilities; and (d) To those identified in the Department of the Interior system of records notice: Interior, Computerized ID Security System, OS-1. A copy is available on the Department of the Interior Privacy Program website at www.doi.gov/ocio/privacy. 4. The effect on the individual of not providing all or any part of the requested information may result in disapproval of the issuance of the PIV ID credential.

A. Sponsor/COR - PIV Request

1. Replacement Card? No Yes: 1a. Reason for Replacement _____
2. Legal Name (L,F M): _____ Phone No: _____
3. Affiliation: Employee Temporary Employee Contractor Volunteer
4. U.S. Citizen? Yes No: 4a. Country of Citizenship _____
4b. Work Permit Number: _____ Expiration Date: _____
5. Employee Title: U.S. Government LE Firefighter Security Investigator
6. Federal Emergency Response Official? (Must be approved by Bureau/Office Law Enforcement Director)
7. Bureau: _____ Office: _____
8. Work Address: _____
9. City: _____ State: _____ Zip: _____
10. Contractor Company: _____ Contract Number: _____

Sponsor Information

11. Name: _____ Phone Number: _____
12. Organization: _____ Title: _____
13. Email: _____

I agree to sponsor the above application for a PIV credential and certify that the information is accurate to the best of my knowledge.

14. Sponsor/COR Signature: _____ Date (mm/dd/yyyy): ____/____/____

B. Registrar - Source Document Confirmation, Applicant's Picture, and Fingerprints (Only for New Cards after Section A is completed)

Applicant Information

15. Birth date (mm/dd/yyyy): ____/____/____ Social Security Number: ____-____-____
16. Hair Color _____ Eye Color _____ Height _____ Weight _____ Gender _____
17. Home Address: _____
18. City: _____ State: _____ Zip: _____
19. Email: _____

I certify that the information is accurate to the best of my knowledge.

20. Applicant Signature: _____ Date (mm/dd/yyyy): ____/____/____

Identity Source Document 1 (Attach copy)

21. Name: _____
22. Document #: _____ Document Title: _____
23. Issuer: _____
24. Document Expiration Date (mm/dd/yyyy): ____/____/____

Identity Source Document 2 (Attach copy)

25. Name: _____
26. Document #: _____ Document Title: _____
27. Issuer: _____
28. Document Expiration Date (mm/dd/yyyy): ____/____/____

Applicant's Picture

29. Picture taken? Yes
30. Fingerprints taken or received? Yes (Employees use SF-87/ Contractors use FD-258)
31. Background Investigation Forms Complete? Yes (required for new cards only)

Field Registrar Certification: I hereby confirm that the information contained in the above documents was checked and verified.

32. Name: _____ Phone No.: _____
33. Organization: _____ Title: _____
34. Field Registrar Signature: _____ Date (mm/dd/yyyy): ____/____/____

Human Resources /Security Management Office**NAC Adjudication Results**

35. Fingerprint check NAC NACI Date Completed (mm/dd/yyyy): ____/____/____
36. Successful? Yes No
37. Comments: _____

I certify that the information regarding the above applicant is accurate to the best of my knowledge and approve this applicant for credential issuance.

38. Human Resources/Security Management Office Signature: _____
- Date (mm/dd/yyyy): ____/____/____

Registrar Information

39. Name: _____ Phone No.: _____
40. Organization: _____ Title: _____
41. Email: _____

I hereby confirm that the information contained in the above documents were checked and verified and the FBI fingerprint results have been successfully adjudicated.

42. Registrar Signature: _____ Date (mm/dd/yyyy): ____/____/____

C. Issuer (To be completed by Issuer, after Sections A and B are completed)

43. Name on Credential: _____
44. Credential Identifier: _____
45. Credential Expiration Date (mm/dd/yyyy): ____/____/____

Issuer Information

46. Name: _____ Phone No: _____
47. Organization: _____ Title: _____
48. Email: _____

I hereby acknowledge issuance of a credential to the applicant identified above based on verification of the applicant's identity and verification of the above Registrar's issuance approval.

49. Issuer Signature: _____ Date (mm/dd/yyyy): ____/____/____

D. Applicant Acknowledgement (To be completed by Applicant, after Section C is completed)

I, the Applicant, confirm receipt of the PIV credential identified above and that the information is accurate to the best of my knowledge, and agree to abide by all rules and responsibilities associated with this credential.

50. Applicant Signature: _____ Date (mm/dd/yyyy): ____/____/____

Instructions for PIV I Form

All information must be legibly printed in blue or black ink.
 All strikethroughs must be initialed.
 Forms with whiteout will not be accepted.
 All signatures must be original signatures, no copies or stamped signatures.

Sponsors / Registrars / Issuers should maintain a log of all applicant forms they sign (Name, badge type, and date). When the information is entered into the electronic PIV system you maybe asked to digitally sign the forms of applicants that you have processed through the manual (paper-based) process.

Once the Sponsor signs the form, the form should never be given to the applicant except to fill in applicant information in the presence of the Registrar or Issuer.

Sponsor

Complete lines 1 – 10 about the applicant, lines 11 – 13 about yourself, and sign and date line 14. Send the form to your designated Registrar's office.

Line 2 Legal Name of Applicant: - Last, First Middle names – as they appear on official documents (identity proofing source documents)

Line 3 Affiliations:

Employee – Permanent (career/ career conditional) DOI employee

Temporary Employee – Temporary, Term, Student (SCEP, STEP), or intern paid or obtaining some type of benefit directly from DOI

Contractor – an individual working, under contract, for DOI

Volunteer – a non-paid individual working under the supervision of DOI

Line 4 Citizenship: If applicant is not a U.S. citizen please note the country of citizenship (4b), work permit number (or other INS documentation indicating eligibility to work) and expiration date (4c), and verify that the applicant has been a resident of the United States for at least the last 3 years. If the applicant has not been a resident of the U.S. for at least 3 years, they may not qualify for a PIV card due to restrictions associated with the BI. Please contact your Bureau Personnel Security Specialist for further information. Also note; the expiration of their ID cannot extend past the expiration date of their INS documents (i.e., work permit, visa, etc.).

Line 5 Employee Title – Only for permanent employees of DOI

United States Government – used for employees without a specific title listed below and temporary employees, contractors, retirees, and volunteers. This is the default title for the area above the photo on the PIV cards.

LE (Law Enforcement) – DOI employees who are sworn Law Enforcement Officers

Firefighter – Individuals who are employed by DOI in a firefighter capacity.

Security – DOI employee in 080 job series

Investigator – DOI employee in 1801 and 1810 job series

Line 6 Federal Emergency Response Official - Must be approved by Bureau/Office Law Enforcement Director

Line 7 Bureau: - bureau name that will appear on the applicant's card

Bureau of Land Management	Bureau of Indian Affairs
Bureau of Reclamation	Minerals Management Service
National Business Center	National Indian Gaming Commission
National Park Service	U.S. Fish and Wildlife Service
United States Geological Survey	Office of Surface Mining
Office of the Inspector General	Office of the Secretary
Office of the Solicitor	

Lines 8 & 9 – Work address: – Duty station location

Line 10 Contractor Company / Contract Number – for contractors only

Registrar

Field Registrar: When applicant arrives in your office, have the applicant complete lines 15 – 19 and sign and date line 20. Verify identity source documents (see attached list of acceptable documents), record the document information, and attach a copy of the documents to the request form.

If the applicant is not a U.S. citizen, verify that “No” has been checked on Line 4 and ensure that the applicant has been a resident of the U.S. for at least the past 3 years. If the applicant's INS documentation expires in less than 5 years from the application date, circle the expiration date of the document in red. The PIV card cannot be issued with an expiration date that is later than the date the applicant is legally allowed to reside and work in the U.S.

Complete lines 32 & 33 and sign & date line 34. Forward this document to the Human Resources / Security Management Office to have background check completed and/or verified.

Line 15 Birth Date and Social Security Number: SSN is needed by the Personnel Security Specialist to verify BI information with OPM.

Line 16 Applicant Physical Characteristics:

Hair color: Auburn, Bald, Black, Blond, Brown, Gray, Red, White,

Eye Color: Black, Blue, Brown, Green, Gray, Hazel

Height – Feet and Inches

Weight - in pounds

Lines 21- 28 Identity Source Documents: - List of acceptable documents is on the last page of these instructions. Copies of both identity source documents must be attached to the PIV request form.

One of the documents must be a State or Federal issued photo ID

Lines 21 & 25 - Name of the applicant as it appears on the document

Lines 23 & 27 – Name of department or agency that issued the document

Line 29 Picture taken: – photo must be sent to Issuer (Polaroid for DI-238A/ DI-238 and digital for others). Registrar must also digitally store picture for later use in smartcard issuance.

Line 30 Fingerprints taken or received: Fingerprints can either be done digitally or on the paper cards. Ensure the correct fingerprint card was used; Employees and Temporary Employees use SF-87 and Contractors and Volunteers use FD-258.

Line 31 Background Investigation Application Forms Complete: Background Investigation (BI) forms are required for applicants for whom an appropriate BI cannot be verified. If the applicant is a current

DOI employee or affiliate, verify that at least a NACI has been completed and is on file. If there is not any record of a NACI for the applicant, they must complete the BI forms. BI forms include SF-85, SF-85P with Credit Report Release, or SF-86 and OF-306. The minimum investigation for the issuance of a PIV credential is a National Agency Check with Inquiries (NACI) and the NAC portion must be completed prior to the issuance of the card. For a NACI an employee needs to complete the SF-85 and a contractor or other affiliate must complete an SF-85P. To receive an advanced NAC (Fingerprint check results) you must make sure that code #3 is placed in block B “Extra Coverage” of the SF-85, SF-85P, or SF-86. Place an “R” in the code block in the area marked for ‘OPM use only’ to receive the fingerprint check results as soon as they are completed (prior to the NAC).

Human Resources / Security Management Office: After the BI has been successfully completed; fill in lines 35 - 37 and sign & date line 38. The form should then be forwarded to the Registrar for final approval.

Lines 35 – 37 NAC Adjudication Results: Any applicant receiving a PIV card must have at least a NACI done. The PIV card may be issued after the NAC portion of the NACI is completed. Adjudication of the NAC, which includes the OPM Security/Suitability Investigations Index (SII), the Defense Clearance and Investigations Index (DCII) and the FBI FP, must be complete before the PIV card can be issued. If the results are not received within 5 days, the PIV credential may be issued based upon the results of the FBI FP (OMB memo M05-24).

Note on the form which portion of the NACI was completed (fingerprint, NAC, NACI). If the applicant has a higher-level BI on record with OPM, mark that the NACI (minimum requirement) was completed and note the type of investigation on the comments line.

Registrar: Review the PIV form for completeness and accuracy, ensure that copies of the identity source documents are attached to the form, fill in lines 39 – 41, and sign & date line 42. Forward the PIV form and copies of the identity documents to the designated issuer and notify the applicant to report to the designated issuer. If necessary, ensure that the applicant’s photo has been sent to the designated Issuer.

Issuer

The issuer is responsible for issuing the PIV credential, only after Sections A and B are complete and signed. The Issuer must verify the identity of the applicant by comparing the ID to the attached source documents and the source document presented by the applicant at the time of issuance. The Issuer then completes lines 40 – 48 and signs & dates line 49. The Issuer must then have the applicant sign for the receipt of the PIV credential on line 50.

Lines 43 – 45 PIV credential information: - Fill in the name on the credential, the credential serial number, and the expiration date printed on the credential. Verify that the expiration date is not greater than 5 years from the issuance date and that the expiration date does not exceed the expiration date of the INS documents for non-U.S. citizens.

PIV Card Usage Privacy Act Notice

What is the Personal Identity Verification (PIV) Card? You are being issued a PIV card that is one part of a system for protecting federal buildings, computers, applications, and data. This is a secure and reliable card based on your verified identity. If you have a Government badge, the PIV Card will replace your badge.

What is the Authority for the PIV Card Program? *HSPD-12, Policy for a Common Identification Standard for Federal Employees and Contractors* The directive can be reviewed at: <http://csrc.nist.gov/policies/Presidential-Directive-Hspd-12.html>

Why do I need a PIV Card? Common to all federal agencies, the PIV card is a way for you to prove that you are who you claim to be. PIV cards are issued to reduce identity fraud, protect your privacy, save time, and improve security through a standardized process. As part of this process, the U.S. Government conducts a BI on you to decide whether you are suitable for your job and eligible to use the buildings, computers, applications and data you need to do your job. Some of the information you provide for your BI, along with information from the office that hired you, is used to verify your identity, create a PIV card for you, and create a record that you have been issued a card.

What Information Is Stored in the System About Me? We keep the following information in our records: your full name, facial photograph, two fingerprints, date of birth, home address, home phone number, your BI form, the results of your background check, the approval signature of the person who registers you in the system, your PIV card expiration date, the PIV card serial number, and copies of the documents you used to verify your identity, such as your driver's license or passport.

What Information is Stored on the PIV Card? The card itself displays a printed picture of your face, your full name, agency, organization, card expiration date, card serial number, and an issuer identification number. The card also stores a Personal Identification Number (PIN), a unique identifier, an authentication key, and two electronic fingerprints.

How Will My Information Be Used? Agency and other agencies will use the information on the PIV card and may use some of the stored information about you when you access to federal facilities, computers, applications, or data to prove your identity and your right of access. This information will be kept as long as you have a valid PIV card. Use of the card is limited to that identified by the Government guidelines and to that identified in the Privacy Act system of records notices that cover each system for the PIV Card process.

Who Will See My Information? Information about you that we store to issue you a PIV Card and run the program may be given without your consent as permitted by the Privacy Act of 1974 (5 U.S.C. § 552a(b)) and: to the appropriate Government organization if your records show a violation or potential violation of law; to the Department of Justice, a court, or other decision-maker when the records are relevant and necessary to a law suit; to a federal, state, local, tribal, or foreign agency that has records we need to decide whether to retain an employee, continue a security clearance, or agree to a contract; to a Member of Congress or to Congressional staff at your written request; to the Office of Management and Budget to evaluate private relief legislation; to agency contractors, grantees, or volunteers, who need access to the records to do agency work and who have agreed to comply with the Privacy Act; to the National Archives and Records Administration for records management inspections; and to other federal agencies to notify them when your card is no longer valid.

What Happens if I Don't Want a Card? Currently there is no legal requirement to use a PIV Card. However, if you do not give us the information we need, we may not be able to create your record and complete your identity check, or complete it in a timely manner. If you do not have a PIV Card, you will be treated as a visitor when you enter a federal building. You will not have access to certain federal resources. If using a PIV card is a condition of your job, not providing the information will affect your placement or employment prospects.

Where Can I Get More Information about How My Information is used? If you have questions or concerns about the use of your information, you may contact your organization's HSPD-12 Coordinator or Privacy Act official.

Documents Acceptable for Identity Proofing

Per FIPS 201, the Applicant must appear in person before the Registrar with two original form identity source documents. One of these must be a Federal or State issued photo ID, and the other must be from the approved list of identity proofing documents listed in table shown below.

List A	List B	List C
U. S. Passport (unexpired or expired)	Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
Certificate of U.S. Citizenship (Form N-560 or N-561)	ID card issued by Federal, State or local government agencies of entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	Certification of Birth abroad issued by the Department of State (form FS-545 or Form DS-1350)
Certificate of Naturalization (Form N-550 or N-570)	School ID card with a photograph	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization	Voter's registration card	Native American tribal document
Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)	U.S. Military card or draft record	U.S. Citizen ID Card (Form I-197)
Unexpired Temporary Resident Card (Form I-688)	Military dependent's ID card	ID Card for use of Resident Citizen in the United States (Form I-179)
Unexpired Employment Authorization Card (Form I-688A)	U.S. Coast Guard Merchant Mariner Card	Unexpired employment authorization document issued by DHS (other than those listed under List A)
Unexpired Reentry Permit (Form I-327)	Driver's license issued by a Canadian government authority	
Unexpired Refugee Travel Document (form I-571)	For persons under age 18 who are unable to present a document listed above:	
	School record or report card	
	Clinic, doctor or hospital record	
	Day-care or nursery school record	