

## PIV APPLICANT Web Course

### Federal Personal Identity (PIV) Training

This course provides one hour of mandatory training on one of the four core components of the new PIV system:

#### PIV Applicant

You must review all the pages in this course and complete the post course survey to obtain a Certificate of Completion.

### PIV APPLICANT OBJECTIVES

At the end of this course, you will be able to:

- Describe Homeland Security Presidential Directive (HSPD-12) and its purpose
- Describe the Personal Identity Verification (PIV) subsystem
- Describe the different types of PIV standards
- Describe the PIV Roles and Issuance Process
- Describe the privacy requirements of the PIV process
- Describe the procedures for ID Proofing a PIV card applicant

### FIPS-201 and HSPD -12 Overview

- Why a FIPS-201 Compliant Personal Identity Verification (PIV) System?
  - What is HSPD-12?
  - What is FIPS-201?
  - What are PIV-I and PIV-II?

On August 27, 2004, President Bush signed [Homeland Security Presidential Directive 12 \(HSPD-12\), Policy for a Common Identification Standard for Federal Employees and Contractors](#). Based upon this directive, the National Institute for Standards and Technology (NIST) developed [Federal Information Processing Standards Publication \(FIPS Pub\) 201](#) including a description of the minimum requirements for a Federal Personal Identity verification (PIV) system. FIPS 201 directs the implementation of a new standardized card issuance process, which is designed to enhance security, reduce identity fraud, and protect the personal privacy of those issued government identification

### PIV-I & PIV- II

The PIV standard consists of two parts:

**PIV-I:** PIV-I satisfies the control objectives and security requirements of [HSPD-12](#)

**PIV-II:** PIV-II specifies implementation and use of identity credentials on integrated circuit cards (Smart Cards) for use in a Federal personal identity verification system .

### What is Personal Identity Verification (PIV)

The PIV process provides a commonly accepted, reliable and secure form of identification for all Federal employees that:

- Is issued based on sound criteria for verifying an individual's identity
- Is strongly resistant to identity fraud, tampering, counterfeiting and terrorist exploitation
- Is only issued by providers whose reliability has been established
- Will provide physical and logical access to VA facilities

## **PIV Roles**

[FIPS 201](#) requires a separation of roles (jobs) during the PIV issuance process.

An employee cannot perform more than one role (except for Facility PIV Card Applicant Representative and Facility Privacy Official)

Prior to start of the PIV-I process at a facility, employees or contractors must be appointed and certified for each role

[Facility PIV Card Issuance \(PCI\) Manager](#)  
[PIV REGISTRAR](#)  
[PIV Registrar](#)  
[PIV ISSUER](#)  
[Facility PIV Card Applicant Representative](#)  
[Facility Privacy Official](#)

## **PIV- I& PIV- II**

The VA will implement the PIV card in a two phased approach.

- Started at VACO on Dec 2006
- Other VA sites will implement PIV-I Sep-Oct 2006.
- Phase II begins in Oct 2006.

## **PIV APPLICANT Role, Description and Requirements**

- A PIV Applicant is an individual to whom a PIV card will be issued. To apply for a PIV card, one of the following eligibility requirements must be met:
  - The individual must be a prospective or current Federal employee
  - The individual must be (or will be) under contract to the Federal government, to whom the Veterans Administration would normally issue a long-term (greater than six months) Federal identity card, consistent with existing security policies
  - The individual must be a guest researcher, volunteer, intern, or intermittent, temporary, or seasonal employee who has been authorized to receive a PIV card

## **PIV APPLICANT Procedures**

- As an Applicant, you will be required to:
  - Complete and sign Section 1, Part A of the VA Form 0711.
  - Complete and submit background investigation forms (SF-85, SF-85P, or SF-86 and associated documents), as directed by your Sponsor
  - Appear in person (at the location indicated by your Sponsor) with two forms of valid identification, one of which must be a Federal or State-issued photo identification Be fingerprinted
  - Have a passport-quality photo taken for placement on your PIV card
  - Sign for your PIV card and acknowledge understanding of your rights and responsibilities

- Your Sponsor will notify you of any other supporting documents or additional information that may be required to receive a PIV card

### **PIV APPLICANT Rights and Responsibilities**

- You will be presented with information about your rights and responsibilities with respect to privacy, security, and protection of your PIV card. Some of your rights include:
  - Notification of how your personal Information in Identifiable Form (IIF) will be protected while being stored or processed, both manually and electronically
  - Correction of errors in the identity source documents and all decisions based on them
  - Notification of the disposition of your application status
  - Notification of the steps required to re-apply for a PIV card if you are denied initially

### **PIV Applicant Privacy, Protection and Security**

- All Federal employees and contractors have a responsibility to contribute to the privacy, security, and protection of the PIV Program.
- By *Title 18* of the U.S. Code, it is a Federal offense to counterfeit, alter, or misuse the PIV card and system.
- All personnel issued a PIV card are responsible for:
  - Immediately reporting a lost/missing/stolen card
  - Replacing the card when it has become unusable or worn

### **PIV Applicant Instructions**

To obtain a PIV card, you must:

- STEP 1: Complete the top portion (Section 1) of the VA Form 0711 . You can either print this PDF form after filling it out online (you will need the latest version of the free [Adobe Acrobat](#) Reader ) or print the form out and fill it out by hand.

### **PIV Applicant Instructions**

- STEP 2: Complete the appropriate background investigation forms as directed by the PIV Registrar. Based upon the sensitivity and risk level of your position, the Registrar will tell you which **ONE** of the following standard forms you need to complete:
  - **SF-85, Questionnaire for Non-Sensitive Positions** : Generally used by Applicants in **Low Risk** or **Non-Sensitive** positions
  - **SF-85P, Questionnaire for Public Trust Positions**: Generally used by Applicants in **Moderate Risk, High Risk, or Public Trust** positions, including police officers
  - **SF-86, Questionnaire for National Security Positions**: Used by Applicants in **Non-Critical Sensitive, Critical Sensitive, or Special Sensitive** positions (those that require security clearances)

### **PIV Applicant Instructions**

- STEP 3: In some locations, your fingerprints will be taken electronically by the Registrar. In all other instances, the Registrar will give you the appropriate fingerprint cards and recommended locations to have your fingerprints taken.

### **PIV Applicant Instructions**

- STEP 4: Bring to the Registrar:
  - **Two** completed fingerprint cards (unless the Registrar indicates they are unnecessary) and your background investigation forms
  - **Two** IDs – one must be a Federal or State issued photo ID. Both IDs must meet the requirements set forth in the ID Proofing Criteria List ([http://vawww.va.gov/PIVPROJECT/docs/PIV\\_ID\\_Proofing\\_Criteria%20\(2\).doc](http://vawww.va.gov/PIVPROJECT/docs/PIV_ID_Proofing_Criteria%20(2).doc))
  - Your Applicant PIV training certificate

### **PIV APPLICANT SUMMARY**

As a PIV Applicant, your responsibilities include:

- Working with your Sponsor to complete appropriate documentation
- Submitting forms and providing identity source documents in person
- Learning about and acknowledging your rights and responsibilities in the system
- Protecting your PIV card