

How to Get a VA ID Badge

A resource for Applicants



Regardless of affiliation, everyone working within VA facilities or requiring access to VA information systems requires a credential. This page provides the necessary information Applicants need to successfully be issued a VA ID Badge.

CHECKLIST

Do you have two forms of ID? (acceptable forms of ID listed on [Form I-9](#) and [Identity Documentation Criteria](#))

- Names must match on both documents
- Both documents must not be expired

Are you Sponsored In the VA System?

- Ask your manager for more details

Have you scheduled an appointment with a badge office?

- See the list of [badge office locations](#) to find the closest one
- You must bring two forms of ID with you to your appointment
- **VACO ONLY:** [Online Appointment Scheduler](#)

Do you know your responsibilities as a VA ID Badge holder?

- Read through the [Applicant training](#) to better understand your role and responsibility as a VA ID Badge holder.

Three Steps to Obtain Your VA PIV Card

- Have at minimum a completed and successfully adjudicated Special Agreement Check (SAC) – which includes a name and 10 fingerprint check – and an Initiated National Agency Check with Written Inquiries (NACI) or higher background investigation. In addition, your VA email account must be established or in the process of being established.
 - Be employed with VA more than 6 months or more than 180 aggregate days in a one year period.
 - Require access to VA facilities AND/OR information systems.
- *Non-PIV card* – You Must:
 - Have at minimum a completed and successfully adjudicated Special Agreement Check (SAC)- which includes a name and 10 fingerprint check.
 - Be employed with VA less than 6 months or less than 180 aggregate days in a one year period.
 - Require access to VA facilities AND/OR information systems.
 - Have fingerprints taken.
 - *Flash badge* – You Must:
 - Have at minimum a completed identity verification using one form of government-issued photo ID.
 - Be employed with VA less than 6 months or less than 180 aggregate days in a one year period.
 - Only require common physical access.

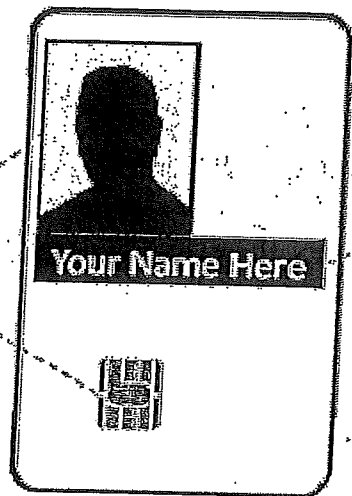
➤ **Contact your PIV Sponsor** to initiate your PIV card request.

Your **PIV Sponsor** determines the type of credential you need, approves your PIV card request, validates your identity and initiates your request in the PIV system.

➤ **Work with your Sponsor** to complete the online application form.

The **Registrar** verifies your identity and verifies your background investigation status in the Office of Personnel Management (OPM) database. To proceed with issuing a PIV card, your Special Agreement Check (SAC) needs to be favorably adjudicated and your National Agency Check with Written Inquiries (NACI) or higher background investigation must be, at minimum, “initiated” in the OPM system.

- CARD BENEFITS**
- Visual Photo Identification
 - VA Computer/Network Access
 - VA Facility Access
 - Fingerprint Identification
 - Forgery Protection
 - Personal Information Protection



- AFFILIATION**
- Employees
 - Contractors
 - Affiliates
 - Foreign Nationals
 - [Blank]



REQUEST FOR PERSONAL IDENTITY VERIFICATION CARD

PRIVACY ACT STATEMENT: VA is authorized to ask for the information requested on this form by Homeland Security Presidential Directive (HSPD)-12, and 31 USC 7701. The information and biometrics collected, collected as part of the Federal identity-proofing program under HSPD-12 are used to verify the personal identity of VA applicants for employment, employees, contractors, and affiliates (such as students, WOC employees, and others) prior to issuing a Department identification credential. The credentials themselves are to be used to authenticate electronic access requests from VA employees, contractors, and affiliates issued a Department identification credential to gain access to VA facilities and networks (where available) through digital access control systems, as well as to other federal government agency facilities and systems where permitted by law. The information collected on this form is protected by the Privacy Act, 5 USC Section 552(a) and maintained under the authority of 38 USC Section 501 and 38 USC Sections 901-905 in VA system of records "Police and Security Records-VA (103VA07B)". VA may make a "routine use" disclosure of the information in this system of records for the routine uses listed in this system of records, including: civil or criminal law enforcement, constituent congressional communications initiated at your request, litigation or administrative proceedings in which the United States is a party or has an interest, the administration of VA programs, verification of identity and status, and personnel administration by Federal agencies. Failure to provide all of the requested information may result in VA being unable to process your request for a Personal Identity Verification Card, or denial of issuance of a Personal Identity Verification Card. If you do not have a Personal Identity Verification Card, you may not be granted access to VA facilities or networks, which could have an adverse impact on your application to become, or status as, a VA employee, contractor or affiliate where such access is required to perform your assigned duties or responsibilities.

PAPERWORK REDUCTION ACT NOTICE: The public reporting burden is approximately 5 minutes including time to review instruction, find the information, and complete this form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the VA Clearance Officer (005E3), 810 Vermont Avenue, Washington, DC 20420.

SECTION I - APPLICANT INFORMATION The Whole Section

APPLICANT INFORMATION (Completed by Applicant)

1. LEGAL NAME OF APPLICANT (Insert last, first, middle and suffix name)		2. NICKNAME TO BE USED FOR APPLICANT (Insert last name and first name, if applicable)	
3. DATE OF BIRTH (MM/DD/YYYY)	4. SOCIAL SECURITY NO.	5. HOME PHONE NUMBER (Include Area Code) (Optional)	
6. HOME E-MAIL ADDRESS (Optional)		7. HOME ADDRESS	
8. SIGNATURE OF APPLICANT			9. DATE SIGNED

SECTION II - SPONSOR VERIFICATION (Completed by Sponsor)

PART A - APPLICANT EMPLOYMENT INFORMATION (Completed by Sponsor)

1. NAME AND ADDRESS OF FACILITY OR ASSIGNED DUTY STATION <i>Hines VA Hospital 5000 So. 5th Avenue Hines, IL 60141</i>		2. NAME OF SPONSORING DEPARTMENT, SERVICE, OR SECTION, AND MAIL ROUTING SYMBOL <i>Facility Management Srv. 138</i>	
		3. CREDENTIALS/ORGANIZATIONAL TITLE (AKA Position/Job Title) <i>Contractor</i>	4. COST CTR. <i>2530</i>
		5. WORK PHONE NUMBER (If applicable) <i>(708) 202-8387 x21322</i>	6. WORK E-MAIL ADDRESS

PART B - TYPE OF REQUEST AND EMPLOYMENT STATUS (Completed by Sponsor)

1. TYPE OF REQUEST <input checked="" type="checkbox"/> NEW ID <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT ID (Damaged/Lost) <input type="checkbox"/> CHANGE LEVEL OF ACCESS			
2. TYPE OF CARD <input type="checkbox"/> PERSONAL IDENTITY VERIFICATION (PIV) <input type="checkbox"/> VA (NON-PIV)		3. TYPE OF ACCESS <input type="checkbox"/> LOGICAL ACCESS (Domain) <input type="checkbox"/> PHYSICAL ACCESS (Complete Part D)	
4. EMPLOYMENT STATUS <input type="checkbox"/> VA EMPLOYEE <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> AFFILIATE (Specify) <input type="checkbox"/> TEMPORARY VA EMPLOYMENT			

PART C - PHYSICAL SECURITY ACCESS DATA (Completed by Sponsor)

1. SPECIAL SECURITY ACCESS REQUIRED <input type="checkbox"/> YES (If "YES," Specify in Item 2) <input type="checkbox"/> NO	2. SPECIFY LOCATION OF SPECIAL SECURITY (i.e. tower, bldg. no., etc.)	3. IS APPLICANT A KEY EMERGENCY RESPONDER, CRITICAL EMPLOYEE, OR NEITHER? <input type="checkbox"/> EMERGENCY RESPONDER <input type="checkbox"/> CRITICAL EMPLOYEE <input type="checkbox"/> NEITHER
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PART D - TYPE OF BACKGROUND INVESTIGATION FOR POSITION (Completed by Sponsor)

TYPE OF BACKGROUND INVESTIGATION FOR POSITION
 SAC
 NACI
 SECRET
 TOP SECRET
 OTHER (Specify)

PART E - CONTRACTORS, AFFILIATES, AND TEMPORARY EMPLOYMENT INFORMATION (Completed by Sponsor)

1. EMPLOYMENT EXPIRATION DATE / CONTRACT END DATE (MM/DD/YYYY) (For Contractors, Affiliates, and Temporary Employment) <i>/</i>	2. NAME OF FIRM OR COMPANY (If applicable)	
3. NAME OF CONTRACTING OFFICER TECH. REPR. (If applicable)	4. NAME OF RESPONSIBLE VA ORGANIZATION <i>Facility Management Srv.</i>	5. MAIL ROUTING SYM. <i>138</i>

PART F - SPONSOR AUTHORIZATION AND CERTIFICATION (Completed by Sponsor)

CERTIFICATION: I Certify under penalty of perjury that the information in Section II is true and correct.

1. NAME OF SPONSOR	2. SPONSOR CREDENTIALS/ORGANIZATIONAL TITLE	
3. CERTIFICATE NUMBER <i>(Issued by PCI Manager or Registrar)</i>	4. SIGNATURE OF SPONSOR	5. DATE SIGNED <i>(MM/DD/YYYY)</i>
6. WORK ADDRESS	7. NAME OF SPONSOR'S DEPARTMENT, SERVICE, OR SECTION	
	8. WORK PHONE NUMBER <i>(Include Area Code)</i>	
	9. WORK E-MAIL ADDRESS	

SECTION III - APPLICANT IDENTITY VERIFICATION (Completed by Registrar)

INSTRUCTIONS: To be completed and signed by Registrar at the time of proofing. Review Section I - Applicant Information, and Section II - Sponsor Verification, assuring that information has been filled out correctly and signed accordingly. The identification must follow these guidelines:

- Applicant must present two (2) forms of identification from the Accepted Identification Documentation List.
- The names on the identification must match exactly (If one ID has a full middle name, and the other has a middle initial, then the initial must match).
- One State or Federal ID must contain a photograph. ● Both IDs must be original documents. ● Both IDs must be currently valid, not expired.
- Verify that the applicant has background information on file. If no evidence of a SAC exists, then capture fingerprint data and process accordingly.

PART A - BACKGROUND CHECK

1. TYPE OF BACKGROUND CHECK

	SAC <i>(Fingerprint Check)</i>	NACI	OTHER <i>(Specify)</i>
1A. DATE INITIATED BACKGROUND CHECK <i>(MM/DD/YYYY)</i>			
1B. DATE ADJUDICATED BACKGROUND CHECK <i>(MM/DD/YYYY)</i>			

2. FINGERPRINTS CAPTURE REQUIRED?	3. SEX	4. RACE	5. HEIGHT	6. WEIGHT	7. EYES	8. HAIR	9. PLACE OF BIRTH
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>(If "NO," proceed to Part B)</i>							

10. NOTICABLE SCARS AND TATTOOS

PART B - PHOTOGRAPHIC IDENTIFICATION NUMBER 1

1. EXACT NAME LISTED ON PHOTO ID	2. DOCUMENT IDENTIFICATION NUMBER	3. EXPIRATION DATE <i>(MM/DD/YYYY)</i>
4. DOCUMENT TYPE	5. ISSUANCE DATE <i>(MM/DD/YYYY)</i>	6. ISSUING AUTHORITY

PART C - IDENTIFICATION NUMBER 2

1. EXACT NAME LISTED ON ID	2. DOCUMENT IDENTIFICATION NUMBER	3. EXPIRATION DATE <i>(MM/DD/YYYY)</i>
4. DOCUMENT TYPE	5. ISSUANCE DATE <i>(MM/DD/YYYY)</i>	6. ISSUING AUTHORITY

PART D - REGISTRAR INFORMATION AND SIGNATURE

1. WORK ADDRESS	2. PRINTED NAME OF REGISTRAR	
	3. NAME OF DEPARTMENT, SERVICE, OR SECTION	
	4. WORK PHONE NUMBER <i>(Include Area Code)</i>	5. WORK E-MAIL ADDRESS
6. DATE APPLICANT INITIATED BACKGROUND INVESTIGATION	7. APPLICANT'S REQUEST FOR PERSONAL IDENTITY VERIFICATION CARD ACTION TAKEN: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	

CERTIFICATION: I certify that under penalty of perjury that I have examined the documents presented by the above named person, and that the above listed documents appear to be genuine and to relate to the person named.

8. SIGNATURE OF REGISTRAR	9. DATE SIGNED <i>(MM/DD/YYYY)</i>
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SECTION IV - PERSONAL IDENTITY VERIFICATION CARD ACCEPTANCE

PART A - CARD INFORMATION (Completed by Issuer)

1. NEW PIV CREDENTIAL SERIAL NUMBER	2. OLD ACCESS ID CARD NUMBER	3. EXPIRATION DATE (MM/DD/YYYY)
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PART B - PERSONAL IDENTITY VERIFICATION CARD ACCEPTANCE (Completed by Applicant)

ACKNOWLEDGEMENT: I acknowledge receiving my identity credential and will comply with the following obligations:

- I have been provided training on the responsibilities associated with receipt of this Personal Identity Verification Card.
- I will use my Personal Identity Verification card in accordance with the training I have been provided.

CERTIFICATION: I certify that I have read and agree to the above statements and that I have received my card.

1. PRINTED NAME OF APPLICANT	2. APPLICANT SIGNATURE OF ACCEPTANCE	3. DATE SIGNED (MM/DD/YYYY)
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PART C - PUBLIC KEY INFORMATION (PKI) CERTIFICATE ACCEPTANCE (Completed by Applicant)

AUTHORIZATION STATEMENT

You have been authorized to receive one or more private and public key pairs and associated certificates. A private key enables you to digitally sign documents and messages and identify yourself to gain access to information systems and facilities. You may have another private key to decrypt data such as encrypted messages. People and electronic systems inside and outside VA will use public keys associated with your private keys to verify your digital signature, or to verify your identity when you attempt to authenticate to systems, or to encrypt data sent to you. The certificates and private keys will be issued on a token, for example your Personal Identity Verification Card. The token and the certificates and private keys on your token are government property. Users are authorized to use the certificates within VA, as well as while conducting business with other Federal, state, and Local Government agencies.

ACKNOWLEDGEMENT OF RESPONSIBILITIES

- I represent and warrant that the information provided in application for this certificate is accurate, current, and complete. If this information changes, I will notify my Registrar of the changes;
- I will use my certificate(s) and private key(s) for official purposes only;
- I will comply with the Certificate Practices Statement for selecting a Personal Identification Number (PIN) or other required method for controlling access to my private keys and will not disclose same to anyone, leave it where it might be observed, nor write it on the token itself;
- I understand that digital signatures applied using my digital certificates carry the same legal obligation as my physically signing the document;
- I understand that if I receive key management (encryption/decryption) key pairs on my token, copies of the private decryption keys have been provided to the key recovery database in case they need to be recovered; and
- I will report any compromise (e.g., loss, suspected or known unauthorized use, misplacement, etc.) of my PIN or token to my supervisor, security officer, Certification Authority (CA), or a Registrar, immediately.

LIABILITY

I will have no claim against VA arising from use of the PKI certificates, the key recovery process, or a Certification Authority's (CA) determination to terminate or revoke a certificate. VA is not liable for any losses, including direct or indirect, incidental, consequential, special, or punitive damages, arising out of or relating to any certificate issued by a VA CA.

GOVERNMENT LAW

VA Public Key Certificates shall be governed by the laws of the United States of America.

CERTIFICATION: I certify that I have read and agree to the above statements and that I have received my PKI certificate(s).

1. FULL LEGAL NAME OF APPLICANT	2. SIGNATURE OF ACCEPTANCE	3. DATE SIGNED (MM/DD/YYYY)
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SECTION V - ISSUER (Completed by Issuer)

1. WORK ADDRESS	2. PRINTED NAME OF ISSUER
	3. NAME OF DEPARTMENT, SERVICE, OR SECTION
	4. WORK PHONE NUMBER (Include Area Code) 5. WORK E-MAIL ADDRESS

CERTIFICATION: I certify under penalty of perjury, that I have monitored the identity verification of the person above in accordance with applicable identity proofing processes and have witnessed that person sign this form.

6. SIGNATURE OF ISSUER	7. DATE SIGNED (MM/DD/YYYY)
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