

Instructions for Personal Identity Verification Credential Request form

All information must be legibly printed in blue or black ink.

All strikethroughs must be initialed.

Forms with white-out 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 may be 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 Affiliation:

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 background investigation. 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 background investigation 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 as 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 a “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 background investigation 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 National Criminal History Fingerprint Check, 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 National Criminal History Fingerprint Check (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 background investigation 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.

LIST OF ACCEPTABLE DOCUMENTS

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	