

A hand in a dark suit sleeve holds a white card near a black biometric scanner mounted on a wall. The background is a blurred hallway with wooden trim.

# Department of Health and Human Services

## Personal Identity Verification Training

### ISSUER



# Purpose

- ▶ The purpose of this presentation is to introduce you to your role as an “Issuer” in the Department of Health and Human Services (HHS) Personal Identity Verification (PIV) process.
- ▶ Definition of an Issuer:
  - The individual or entity that activates and issues an HHS ID Badge (PIV Card) to an Applicant following the positive completion of all identity proofing, background checks, and related approvals. An HHS ID Badge (PIV Card) is a secure and reliable form of government identification.
- ▶ As a PIV Issuer, you are required to complete this training.



# What is the PIV process?

- ▶ The PIV process is outlined in [Federal Information Processing Standards Publication 201-1 \(FIPS Pub 201-1\): Personal Identity Verification of Federal Employees and Contractors](#). FIPS 201-1 standardizes the process to issue identification credentials throughout the Federal government.
- ▶ The HHS ID Badge (PIV Card) is a secure and reliable form of identification for all federal employees, contractors, and affiliates that:
  - is issued based on sound criteria for verifying an individual's identity
  - is strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation
  - can be rapidly authenticated electronically
  - is only issued by providers whose reliability has been established
- ▶ Your HHS ID Badge (PIV Card) will allow you to enter HHS facilities and will provide more efficient access to other federal buildings.



# Roles in the PIV Process

- ▶ **Applicant** – The individual to whom an HHS ID Badge (PIV Card) needs to be issued. The Applicant status only applies when an individual is a current federal employee/contractor or when an individual has accepted an offer of employment.
- ▶ **Sponsor** – The individual who substantiates the need for an HHS ID Badge (PIV Card) to be issued to the Applicant. The Sponsor requests the issuance of an HHS ID Badge (PIV Card) to the Applicant.
- ▶ **Registrar** – The individual or entity responsible for identity proofing of the Applicant and ensuring the successful completion of the background checks. The “Registrar” role is normally associated with Personnel Security and Suitability or Human Resources.
- ▶ **Issuer** - The individual or entity that activates and issues an HHS ID Badge (PIV Card) to an Applicant following the positive completion of all identity proofing, background checks, and related approvals.
- ▶ **Remote Issuer** - The individual or entity that issues an HHS ID Badge (PIV Card) to an Applicant that cannot visit an agency’s HHS ID Badge (PIV Card) Issuing Facility (PCIF).
- ▶ **Applicant Representative** - The individual who represents the interests of current or prospective federal employees, contractors, and others who are Applicants for an HHS ID Badge (PIV Card).



# What Is Your Role as an Issuer?

- ▶ As a PIV Issuer, you are responsible for initializing and personalizing HHS ID Badges (PIV Cards) for authorized Applicants. You will also issue HHS ID Badges (PIV Cards) to those Applicants who are in the vicinity of your agency's HHS ID Badge (PIV Card) Issuing Facility (PCIF), or you will forward the badge to an authorized Remote Issuer for final delivery.
  
- ▶ To be an Issuer, you should meet the following position eligibility requirements:
  - Be a government official or designee designated in writing by your agency's HHS ID Badge (PIV Card) Issuing Facility (PCIF) Manager as a PIV Issuer
  - Be a U.S. citizen or a U.S. national
  - Have a favorably completed background investigation on file
  - Have already been issued a valid HHS ID Badge (PIV Card)
  - Have successfully completed PIV Issuer training requirements



# Procedures

- ▶ Receive a signed and approved HHS ID Badge (PIV Card) Request Form from the Registrar.
  - Confirm the validity of the badge request and approval notification received from the Registrar.
- ▶ Create and personalize the HHS ID Badge (PIV Card) using the approved HHS format and the Applicant's information provided by the Registrar on the HHS ID Badge (PIV Card) Request Form.
- ▶ Fill out the Card Details section of the HHS ID Badge (PIV Card) Request Form.
- ▶ Verify that the individual appearing in person is the Applicant by comparing the photo on the state or federal-issued photo ID with the Applicant.
  - Also ensure that both the photo and name of the Applicant's picture ID match those on the badge.
- ▶ Have the Applicant sign the HHS ID Badge (PIV Card) Applicant Acknowledgement Form accepting the badge and related responsibilities.
- ▶ Notify the Sponsor and Registrar that the HHS ID Badge (PIV Card) was issued.



## Procedures (cont'd)

- ▶ Note: For Applicants who are remote to the PCIF, you will:
  - Send the HHS ID Badge (PIV Card) and the HHS ID Badge (PIV Card) Request Form to the designated Remote Issuer through secure means as outlined in federal and HHS guidance and your agency's operating procedures.
- ▶ In the event the issuance process cannot be completed, follow your agency's operating procedures.
- ▶ Additional training may be provided by your agency.



# Role of Form I-9 in the PIV Process

- ▶ As part of the PIV process, Applicants will be required to provide identification on two occasions. Identification must be in original form and come from the list provided on [Form I-9: Employment Eligibility Verification](#).
  - 1) Identity proofing – Government agencies are required to verify the identity of each HHS ID Badge (PIV Card) Applicant. To accomplish this, the agency will require the Applicant to provide two forms of identification, one of which must be a federal or state issued photo ID.
  - 2) HHS ID Badge (PIV Card) issuance – Before receiving an HHS ID Badge (PIV Card), the Applicant will be required to show a federal or state issued photo ID.
- ▶ The reason for these steps is to verify that the Applicant is who he/she claims to be.
- ▶ Any Applicant information retained by the agency in regards to the identification provided will be stored in secure information systems and/or secure facilities. Please see your agency for additional information and operating procedures.



# Privacy, Security, and Protection

- ▶ Under [Title 18 of the U.S. Code](#), it is a federal offense to counterfeit or alter the HHS ID Badge (PIV Card), as well as to misuse the badge or system.
- ▶ All federal employees have a responsibility to contribute to privacy, security, and protection in the PIV System.
- ▶ Your primary contribution to the privacy, security, and protection of the PIV program is to follow all federal and HHS guidelines on handling personal Information in Identifiable Form (IIF).
- ▶ Each HHS ID Badge (PIV Card) Issuing Facility (PCIF) is accredited by HHS in accordance with federal guidelines.



# Summary

- ▶ The PIV Issuer plays a key role in the issuance of an HHS ID Badge (PIV Card).
- ▶ Key functions are:
  - Confirming the validity of the badge request
  - Creating and personalizing the badge
  - Give badge-use information to the new badge holder
  - Issuing the badge to the Applicant
  - Have the Applicant sign to accept the badge
  - Notifying the Sponsor and Registrar that the badge has been issued



# Where To Go For Help

- ▶ For specific questions, please email [PIVCARD@hhs.gov](mailto:PIVCARD@hhs.gov).
- ▶ For additional information, please visit:
  - [HHS ID Badge \(PIV Card\) Information Center](#)
  - [Privacy Act of 1974](#)
  - Your agency may also provide additional information
- ▶ For HSPD-12 references, please visit:
  - [Homeland Security Presidential Directive 12 \(HSPD-12\), Policy for a Common Identification Standard for Federal Employees and Contractors](#)
  - [FIPS 201-1: Personal Identity Verification \(PIV\) of Federal Employees and Contractors](#)
  - [NIST Special Publication 800-79: Guidelines for the Certification and Accreditation of PIV Card Issuing Organizations](#)
  - [OMB Memorandum M-05-24: Implementation of Homeland Security Presidential Directive \(HSPD\) 12 - Policy for a Common Identification Standard for Federal Employees and Contractors](#)

# Training Certification

- ▶ In order to receive credit for satisfactorily completing this training:
  - Go to the next slide
  - Print and fill-out two copies of the Certificate slide: one for your records and one for the designated official at your Agency



# ***Department of Health and Human Services***

## **Certificate of Completion for Personal Identity Verification (PIV) Issuer Training**

**Is Presented To:**

\_\_\_\_\_  
***Name (printed)***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Signature***

This certifies that the person named above has successfully completed the role-based training in relation to Homeland Security Presidential Directive 12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors.

