

# Department of Health and Human Services

## Personal Identity Verification Training

**APPLICANT**



# Purpose

- To introduce your role as an “Applicant” in the Department of Health and Human Services (HHS) Personal Identity Verification (PIV) process.
- Definition of an Applicant:
  - The individual to whom an HHS ID Badge (PIV Card) needs to be issued. An HHS ID Badge (PIV Card) is a secure and reliable form of government identification.
  - The Applicant status only applies when an individual is a current Federal employee/contractor or when an individual has accepted an offer of employment.
- As an Applicant, you are required to successfully 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).



# Applicant Role Description and Requirements

- As an Applicant, you are the individual to whom an HHS ID Badge (PIV Card) will be issued.
- To apply for an HHS ID Badge (PIV Card), you should meet one of the following eligibility requirements:
  - Be a prospective or current federal employee, as defined in [Title 5 U.S.C §2105](#) “Employee,” within HHS
  - Be an individual who is or will be under contract to the federal government, to whom the HHS would normally issue long-term (greater than six months) federal identification card, consistent with existing security policies
  - Be an organizational affiliate, which may include but is not limited to: retiree, committee member, patient, patient visitor, tenant, regular fellow, intern, volunteer, unpaid student, locally employed staff, building tenant, working or extended visitor, press or media, or dignitary.



# Procedures

- Appear in person to the Registrar with two forms of valid identification, one of which must be a federal or state-issued photo identification.
  - Examples of valid identification include a drivers license, passport, Social Security card, or birth certificate.
  - For a complete list of valid identification, please see the list of acceptable documents as listed on [Form I-9: Employment Eligibility Verification](#).
- Complete and submit the appropriate background investigation form ([SF 85: Questionnaire for Non-Sensitive Positions](#), [SF 85P: Questionnaire for Public Trust Positions](#), or [SF 86: Questionnaire for National Security Positions](#)).
- Be fingerprinted and have your photograph taken.
- Print and bring in the training certificate from this course.
- Your Sponsor may notify you of any other supporting documents or additional information that may be required in either original or paper copy form.
- Sign for your HHS ID Badge (PIV Card) and acknowledge understanding of your rights and responsibilities.
- Additional training may be provided by your agency.



# Rights and Responsibilities

- You will be given information about your rights and responsibilities with respect to privacy, security, and protection of your HHS ID Badge (PIV Card).
- Some of your rights include:
  - Notification of how your information in identifiable form (IIF) will be protected while stored or being processed, both manually and electronically
  - Notification of the disposition of your application status
- Some of your responsibilities include:
  - You will not attempt to clone, modify, or obtain data from any HHS ID Badge (PIV Card)
  - You will not attempt to assist others in gaining unauthorized access to federal facilities or information



# 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](#).
  - 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.
  - 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, alter, or misuse the HHS ID Badge (PIV Card) and system.
- All personnel issued an HHS ID Badge (PIV Card) are responsible for:
  - Reporting a lost/missing/stolen badge within 24 hours of noting its disappearance
  - Replacing the badge when it has become unusable or worn
  - Protecting the badge
  - Renewing the badge prior to its expiration date
  - Wearing the badge visibly above the waist while on federal facilities
- Each HHS ID Badge (PIV Card) Issuing Facility (PCIF) is accredited by HHS in accordance with federal guidelines.



# Summary

As a PIV Applicant, your functions include:

- Working with your Sponsor to complete appropriate HHS documentation.
- Submitting appropriate documentation and providing two valid forms of identification in person to the Registrar.
- Completing this training to learn about your rights and responsibilities in regards to the HHS ID Badge (PIV Card). Further information will be provided by your agency's HHS ID Badge (PIV Card) issuing facility.
- Protecting your HHS ID Badge (PIV Card).



# 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) Applicant Training Is Presented To:**

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***Name (printed)***

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***Date***

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***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.

