

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 “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 a PIV card to an Applicant following the positive completion of all identity proofing, background checks, and related approvals. A 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 201-2 ([FIPS 201-2](#)): Personal Identity Verification of Federal Employees and Contractors. FIPS 201-2 standardizes the process to issue PIV cards throughout the Federal government.
- ▶ The 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 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 a 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 a PIV card to be issued to the Applicant. The Sponsor requests the issuance of a 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.
- ▶ **Issuer** - The individual or entity that activates and issues a 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 a PIV card to an Applicant that cannot visit an agency’s 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 PIV cards.



What is your role as an Issuer?

- ▶ As a PIV Issuer, you are responsible for initializing and personalizing PIV cards for authorized Applicants. You will also issue PIV cards to those Applicants who are in the vicinity of your agency's PIV Card Issuing Facility (PCIF), or you will forward the PIV card 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 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 PIV card
 - Have successfully completed PIV Issuer training requirements



Procedures

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



Procedures (cont'd)

- ▶ Note: For Applicants who are remote to the PCIF, you will:
 - Send the PIV card and the PIV Card Request Form to the designated Remote Issuer through secure means as outlined in federal 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 the I-9 Document 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 the [I-9 document](#): Employment Eligibility Verification.
 - 1) Identity proofing – Government agencies are required to verify the identity of each 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) PIV card issuance – Before receiving a 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 PIV card 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

- ▶ By [Title 18](#) of the U.S. Code, it is a federal offense to counterfeit or alter the PIV card, as well as to misuse the PIV card 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 [FIPS 201-2](#) and HHS guidelines on handling personal Information in Identifiable Form (IIF).
- ▶ Each 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 a PIV card.
- ▶ Key functions are:
 - Confirming the validity of the PIV request
 - Creating and personalizing the PIV card
 - Give card-use information to the new PIV card holder
 - Issuing the PIV card to the Applicant
 - Have the Applicant sign to accept the PIV card
 - Notifying the Sponsor and Registrar that the PIV card has been issued



Where To Go For Help

- ▶ For specific questions, please email PIVCARD@hhs.gov.
- ▶ For additional information, please visit:
 - [HHS 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 \(HSPD\) 12 memo](#)
 - [FIPS 201-2: 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).

