

A hand in a dark suit sleeve is holding 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

# APPLICANT REPRESENTATIVE



# Purpose

- ▶ To introduce you to your role as an “Applicant Representative” in the Department of Health and Human Services (HHS) Personal Identity Verification (PIV) process.
- ▶ Definition of an Applicant Representative:
  - An individual who represents the interests of current or prospective federal employees, contractors, and others who are Applicants for an HHS ID Badge (PIV Card). An HHS ID Badge (PIV Card) is a secure and reliable form of government identification.
- ▶ As an Applicant Representative, 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).



# Applicant Representative Role Description and Requirements

- ▶ As a PIV Applicant Representative, you represent the interests of current and prospective federal employees, contractors, and others who are Applicants for an HHS ID Badge (PIV Card).
  
- ▶ To be an Applicant Representative, you must meet the following position eligibility requirements:
  - Be in a position of responsibility for the agency
  - Have successfully completed PIV Applicant Representative training requirements
  - Be a government official authorized in writing by your agency's HHS ID Badge (PIV Card) Issuing Facility (PCIF) Manager to serve as the PIV Applicant Representative



# Procedures

▶ You will:

- Assist PIV Applicants during the PIV issuance process
- Represent the rights of PIV Applicants
- Represent the privacy concerns of PIV Applicants
- Assist PIV Applicants who are denied an HHS ID Badge (PIV Card) because of missing or incorrect information
- When permitted, act as a surrogate for a PIV Applicant who is not available to perform required actions
  - An example would be to act as a communicator to coordinate the chain of events when the Applicant has **NOT** yet been hired as a federal employee and is **NOT** yet on site at a federal facility. In this situation, the Applicant Representative would serve as the conveyor of needed information (supplementing Human Resources, if necessary), going between federal staff and the Applicant.
  - No substitution of one person for another can occur in the identity proofing and HHS ID Badge (PIV Card) issuing processes. Specifically, the individual who applies for a badge, who submits identity source documents, whose fingerprints are checked against applicable databases, and who appears to obtain a badge shall be the same person as the one to whom the badge is issued.



- ▶ Additional training on specific duties 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.



# PIV 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.
- ▶ You 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 system 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

- ▶ As a PIV Applicant Representative, your functions include:
  - Assist PIV Applicants during the PIV issuance process
  - Represent the rights of PIV Applicants
  - Represent the privacy concerns of PIV Applicants
  - Assist PIV Applicants who are denied an HHS ID Badge (PIV Card) because of missing or incorrect information
  - When permitted, act as a surrogate for a PIV Applicant who is not available to perform required actions



# 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 Representative 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.

