

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

REGISTRAR



Purpose

- ▶ The purpose of this presentation is to introduce you to your role as “Registrar” in the Department of Health and Human Services (HHS) Personal Identity Verification (PIV) process.
- ▶ Definition of a Registrar:
 - The individual or entity responsible for identity proofing of the Applicant, ensuring the successful completion of the background checks, and approving the issuance of a PIV card to the Applicant. A PIV card is a secure and reliable form of government identification. The “Registrar” role is normally associated with Personnel Security and Suitability or Human Resources .
- ▶ As a Registrar, 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 202- 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 a PIV Registrar?

- ▶ As a PIV Registrar, you are responsible for identity proofing of the Applicant, collecting the biometrics of the Applicant, and ensuring the successful completion of the background checks. The PIV Registrar provides the final approval for the issuance of a PIV card to the Applicant.

- ▶ The Registrar should meet the following minimum standards:
 - Be a government official and be designated in writing by your agency's PIV Card Issuing Facility (PCIF) Manager as a PIV Registrar
 - Be able to assess the reasonableness of the Applicant's identity-proofing documents; i.e., trained to detect any improprieties in the Applicant's identity-proofing documents
 - Be able to evaluate whether a PIV application is satisfactory and apply agency specific processes to an unsatisfactory PIV application (i.e., trained for adjudicating an unsatisfactory PIV application)
 - Be a U.S. citizen or U.S. national
 - Have a favorably completed background investigation on file
 - Have already been issued a valid PIV card
 - Have successfully completed the PIV Registrar training modules



Procedures

- ▶ The Registrar will receive a signed PIV Card Request Form from the Sponsor and confirm the validity of the PIV request prior to acceptance.
- ▶ The Registrar conducts identity proofing of the Applicant in person.
 - Visually inspect and validate identity source documents
 - Compare the picture on the source document with the Applicant to confirm that the Applicant is the holder of the identity source document
- ▶ Complete the identity proofing section of the PIV Card Request Form
- ▶ Fingerprint and capture a facial image photograph of the Applicant
- ▶ Review investigative forms and submit the background investigation package to OPM
- ▶ Authorize the issuance of a PIV card by completing the Card Approval section of the PIV Card Request Form



Procedures (cont'd)

- ▶ The Registrar will use a secure process (as outlined in federal guidance and your agency's operating procedures) to make the following information available to the PIV Issuer:
 - Applicant's photograph in electronic form
 - Other data associated with the Applicant (i.e., Applicant's name, affiliation, contact information).

- ▶ The PIV Registrar will maintain the following minimum set of records pertaining to the Applicant:
 - Completed and signed PIV Card Request Form
 - Information concerning the identity source documents (or the scanned documents)
 - The results of the applicable background check
 - Copies of photo and two of the fingerprints collected
 - Any other relevant materials used to validate the Applicant's identity



Procedures (cont'd)

- ▶ Note the Registrar must store records in accordance with privacy and security procedures:
 - The Registrar must store the Applicant's records in a manner that ensures the content is protected, is used only for authorized purposes, and can be retrieved for re-verification if needed.

- ▶ In the event the registration 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.



PIV privacy, security, and protection

- ▶ By [Title 18](#) of the U.S. Code, it is a federal offense to counterfeit, alter, or misuse the PIV card and system
- ▶ All federal employees have a responsibility to contribute to privacy, security, and protection in the PIV Program.
- ▶ Your primary contribution to the privacy, security, and protection of the PIV system 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 Registrar plays a key role in the issuance of a PIV card. Key functions are:
 - Confirm validity of PIV request
 - Conduct identity proofing by verifying identity source documents
 - Collect Applicant fingerprints and facial image photograph
 - Initiate background checks
 - Approve or disapprove issuance of a PIV card
 - Send appropriate information to the Issuer
 - Maintain the appropriate records in accordance with applicable privacy laws



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) Registrar 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).

