

HSPD-12 PIV-1

DOC Registrar

Role:

Registers/enrolls Applicant into the PIV system, and ensures completion of background check. Approves issuance of the PIV card.

Must Be:

- A Federal employee
- Authorized in writing by the Agency Identity Management Official
- Trained on Registrar responsibilities

Location-Specific Details:

PCIF's Operation Plan/procedures further delineate details of the Registrar's duties at each location.

Acronyms:

HSPD-12: Homeland Security Presidential Directive – 12

NACI: National Agency Check with Inquiries

OSY: Office of Security

PCIF: PIV Card Issuing Facility

PIV: Personal Identity Verification

QUICK START

On-Site Card Issuing Facility for Employees/Contractors

1. **Confirm** validity of PIV Request, I-9 form, and identity source documents received from Sponsor.
2. **Register** Applicant:
 - Review background investigation documents for completeness and submit to OPM.
 - Visually review copies of identity source documents.
 - Take and save facial photo of the Applicant.
 - Take Applicant's fingerprints and submit to FBI.
 - Enter Applicant data into the PIV system.
3. **Receive** results of the NAC/FBI Fingerprint check(s)
4. **Approve or deny** issuance of PIV card.
5. **Provide** PCIF Issuer with approved PIV Request Form, initial investigation results, and other data to prepare PIV card.
6. **(Later) Receive** background investigation results and notify Sponsor of outcome.

Remote Card Issuing Facility for Employees/Contractors

1. **Confirm** validity of PIV Request, I-9 form, and identity source documents received from Sponsor.
2. **Register** Applicant:
 - Review background investigation documents for completeness and submit to OPM.
 - Visually review copies of identity source documents.
 - Receive and store facial photo of the Applicant.
 - Receive and transmit Applicant's fingerprints to the FBI.
 - Enter Applicant data into the PIV system.
3. **Receive** results of the NAC/FBI Fingerprint check(s).
4. **Approve or deny** issuance of PIV card.
5. **Provide** PCIF Issuer with approved PIV Request Form, investigation results, and other data to prepare PIV card.
6. **(Later) Receive** background investigation results and notify Sponsor of outcome.

Renewals

1. If neither background investigation nor I-9 on file, **complete** Steps 1 through 6 above depending on Applicant's location.
2. If both background investigation and I-9 on file:
 - Confirm validity of PIV Request and I-9 received from Sponsor.
 - Take/receive and store facial photo of the Applicant.
 - Enter Applicant data into the PIV system.
 - Approve or deny issuance of PIV card.
 - Provide PCIF Issuer with approved PIV Request Form and other data to prepare PIV card.

For Necessary Forms & Additional Information: <http://www.osec.doc.gov/osy/>