

AD-1197, REQUEST FOR USDA IDENTIFICATION (ID) BADGE INSTRUCTIONS

This form is required for all first time federal appointments and contractors and must be included in all appointment paperwork submissions either through Human Resources or Contracting Officer Representative (COR). **This form is also used when requesting a replacement USDA ID badge.** This form and supporting documentation is used to determine suitability for the issuance of a USDA ID badge. The information will be used to identity proof and register applicants and current employees as part of the government-wide Personal Identity Verification (PIV) process.

Please complete the following steps – be sure the information you are providing is legible:

SECTION A – SOURCE DOCUMENT CONFIRMATION

A representative of Human Resources or the Administrative Person/Supervisor who will be guiding the new employee through the New Employee Orientation or requesting a replacement ID badge will complete Sections A and B of the AD-1197 form.

1. Replacement Card?
Check **No** when completing form for new employee or contractor
Check **Yes** when requesting a replacement ID badge & give reason for replacement
*(Personnel Security will validate a background investigation has been completed before approving issuance. If one has **NOT** been completed, the employee will receive further instructions from HR on completing the required investigation forms.)*
2. BI (Background Investigation) Application Complete?
Check **Yes** ONLY if the fingerprint cards are attached or you know the applicant has been initiated into e-QIP to complete their background investigation questionnaire. *Should you know the applicant's assigned e-QIP registration number you are encouraged to add it to the form in this area.*
3. **Applicant Information – Compliant ID Badge**
Check appropriate field for Federal Employee or Contractor. *(If requesting an ID badge for a current employee who is receiving an ID for the first time but does not meet the criteria as a new employee, please make a note as such in this area. Personnel Security will validate a background investigation has been completed before forwarding for issuance. If one has **NOT** been completed, the employee will receive further instructions from HR on completing the required investigation forms.)*
- 3a. **Applicant Information – Non-Compliant ID Badge**
Check appropriate field for Site, Temporary, or Retiree
- 3b. Expiration Date (mm/dd/yyyy)
Required field *(except for permanent Federal employee whose badge is renewable every 5 years)*
4. Using employee's legal name as it appears on their social security card, driver's license, and/or passport.
5. through 13. (as requested on form)

Identity Source Document 1; Attach a clear copy of any State or Federal photo ID

14. Enter employee/contractor legal name as it appears on the source document
15. Document Number
16. Document Title (e.g. Minnesota Driver's License or USA Passport)
17. Issuer (e.g., State of Minnesota or Secretary of State of the USA)
18. Document Expiration Date

Identity Source Document 2; Attach a clear copy of any document from the list of acceptable documents **found on page 3 of these instructions (these parallel those requested with the I-9 Form)**

19. through 23. - same process as noted above for Identity Source Document 1

SECTION B – USDA IDENTIFICATION BADGE REQUEST (TO BE COMPLETED BY SPONSOR)

Sponsor Information - the HR representative or the Administrative Person/Supervisor completing this form is required to enter:

- 24. through 27. (as requested on form)
- 27a. Access Required: (building/facility name, hours/days)

Sponsor Certification – Person whose name is listed on line 24 must sign and date lines 28 & 29

Submission of Paperwork

- Retain a copy of the AD-1197 which will require the employee's signature confirming the receipt of the permanent ID Badge (Section E.)
- Staple copies of the two (2) identity source documents from Section A and the Fingerprint cards, if available to the AD-1197.
- For Federal Employees: forward completed form and attachments with the appointment paperwork to:
 - USDA, APHIS, MRPBS, Human Resources
 - 100 North 6th Street, Butler Square
 - Minneapolis, MN 55403
- For Contractors: this form, together with fingerprint cards should be submitted through the Contracting Office Representative (COR) or Program Point-of-Contact to:
 - USDA, APHIS, MRPBS, Human Resources
 - Attn: Personnel Security Section**
 - 100 North 6th Street, Butler Square
 - Minneapolis, MN 55403

SPECIAL NOTE:

Employees working at the USDA Washington, DC facility will be escorted to the USDA Building Security Office by HR personnel to receive their USDA ID Badge. A copy of this form should still be forwarded to the address above as it is used to initiate required background investigations.

Field employees requiring "provisional" USDA ID Badges while their background investigations are being conducted must also provide a copy of this form and the two identity source documents to their Program's designated person who issues the ID Badges. (*Note: this process will change as Agencies transition to the nationwide HSPD-12 Identification/Badge Stations.*)

SECTION C – ISSUANCE APPROVAL

Issuance Approval (Registrar) Information - the HR Personnel Security Officer is responsible for completing and certifying the information in this section prior to submitting the AD-1197 to the Agency Card Issuer.

SECTION D – USDA IDENTIFICATION BADGE DETAILS

To be completed by Agency (AMS, APHIS, or GIPSA) staff responsible for issuing ID Badges. (i.e., AMS, Office of Safety and Security; APHIS, ESD, Security Branch; or GIPSA Field Office Point of Contact)

SECTION E – APPLICANT ACKNOWLEDGEMENT

- Once registered and verified, the photo PIV USDA Credential (ID badge) will be forwarded to the *Sponsor* (Program Administrative Point-of-Contact or Supervisor) for delivery to the employee.
- The employee will sign and date lines 49 and 50.
- The *Sponsor* (Program Administrative Point-of-Contact or Supervisor) will submit the copy of the AD-1197 with the employee's signature to their Agency staff noted above in Section D.

Department Policies and Procedures, FAQs, Training and Communication: <http://hspd12.usda.gov/>

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.	1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certificate of U.S. Citizenship (Form N-560 or N-561)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.	2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Certificate of Naturalization (Form N-550 or N-570)	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization	4. Voter's registration card	4. Native American tribal document
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
6. Unexpired Temporary Resident Card (Form I-688)	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (Form I-179)
7. Unexpired Employment Authorization Card (Form I-688A)	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
8. Unexpired Reentry Permit (Form I-327)	8. Native American tribal document	
9. Unexpired Refugee Travel (Form I-571)	9. Driver's license issued by a Canadian government authority	
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)	For Persons Under Age 18 Who Are Unable To Present a Document Listed Above: 10. School record or report card, 11. Clinic, doctor or hospital record 12. Day-care or nursery school record	