

**Q: Who decides if I require a LincPass?**

A sponsor will decide if you need a LincPass through the process of a LincPass Distribution Risk Assessment. Through the Risk Assessment, determining factors for the requirement of a LincPass include:

- The Employee requires a Level 2 eAuthentication account, a USDA email address, or access another protected IT resource
- If the Employee has access to sensitive information,
- If the Employee requires unescorted access to areas within Mission Critical or National Capital Region (NCR) facilities or as determined by an agency's local risk assessment process

Additionally, agencies may opt to apply additional criteria when determining if a LincPass is required.

**Q: Do I have to get a LincPass?**

If your Sponsor determines via the USDA LincPass Risk Assessment that you need a LincPass you need to obtain one.

**Q: I am retiring soon, do I need a LincPass?**

If you have submitted your retirement paperwork and have less than 6 months before retirement you will not need to enroll for the LincPass.

**Q: How can I appeal denial or revocation of my LincPass?**

Yes, all Applicants have a right to appeal denial or revocation of your LincPass. Contact your Sponsor or Adjudicator.

**Q: When do my digital certificates have to be renewed?**

The digital certificates on your LincPass must be renewed every three years. You will receive a notification from USAccess when it is time to renew.

**Q: When does my LincPass expire?**

Your LincPass is good for 5 years. You will receive a notification from USAccess when it is time to renew your LincPass.

**Q: What do I do if I locked my PIN?**

Visit an Issuer/Activator at an Activation Station and they can unlock your PIN.

**Q: How do I reset my PIN?**

Visit an Issuer/Activator at an Activation Station and they will help you reset your PIN

**Q: What do I do if I find a LincPass?**

Give the LincPass to the physical security personnel at your work location. If there are none, mail the LincPass to the address listed on the back of the LincPass.

**Q: What do I do if I lost my LincPass?**

Inform both your Sponsor and Security Officer as soon as you realize your LincPass is lost. The Security Officer will immediately suspend your LincPass for 72 hours. If it is not found within 72 hours, the LincPass will be revoked and you will need your LincPass reissued by your Sponsor.



**Q: What do I do if my LincPass is stolen?**

Follow the same instructions for a lost LincPass

**Q: I damaged my LincPass, how do I get a replacement?**

Inform your Sponsor or Agency Security Officer; they can reissue your LincPass

**Q: What are my LincPass cardholder responsibilities?**

For a list of cardholder responsibilities, please go to  
<http://www.fedidcard.gov/viewdoc.aspx?id=58>

**Q: How should I care for my LincPass**

Always keep your LincPass in the approved cardholder. Do not alter the LincPass in anyway (i.e. do not scratch it or place holes in it).