

**Delegation of Registrar Responsibilities**

<b><u>Registrar Duties</u></b> (taken directly from Notice except where indicated)	May or May <b><u>NOT</u></b> be delegated to a contractor
If the applicant is currently awaiting a hearing or trial; has been convicted of a crime punishable by imprisonment of 6 months or longer; or is awaiting or serving a form of pre-prosecution probation, suspended or deferred sentencing, probation, or parole in conjunction with an arrest or criminal charges against the individual for a crime that is punishable by imprisonment of 6 months or longer, the registrar may suspend further processing and notify the sponsor of the cause.	<b><u>NOT</u></b>
The registrar validates the applicant's identity and source documents and [The applicant is required to appear in person before the registrar/registrar designee (fed or contractor)]	May
makes a record copy for each identity source document	May
compares the applicant's information with information on the sponsor's request	May
has the applicant's photograph taken	May
checks for prior BI, either from previous Federal employment or a previous position requiring an access authorization/personnel security clearance	<b><u>NOT</u></b>
has the applicant's fingerprints taken for the BI request package	May
retains a copy of fingerprint data and identity source validation documentation in a file created and maintained specifically for identity proofing records	May
the registrar submits the BI request packages	<b><u>NOT</u></b>
When the FBI criminal history fingerprint portion of the NAC is received, it, or a copy, will be forwarded to the registrar for adjudication. [Note: This implies registrar performs the adjudication function.]	<b><u>NOT</u></b>
The registrar signs indicating approval and sends notification of favorable determination of eligibility for unescorted access to DOE facilities, the applicant's photograph, and other data associated with the applicant to the badge issuing office (issuer) via secure means	<b><u>NOT</u></b>
For unfavorable adjudication under the criteria in paragraph 4(b)(10) above, the registrar must do the following within 2 working days of the determination: notify the sponsor in writing that a DOE security badge will not be issued to the applicant	<b><u>NOT</u></b>
notify the applicant in writing of the unfavorable adjudication [the notification must contain the reasons for the denial of the DOE security badge and the appeal process available to the applicant as detailed in paragraph 4(b)(13), including contact information]	<b><u>NOT</u></b>
Upon receiving the applicant's notification of intent to file an appeal, the registrar will identify and notify members of the appeals panel. The appeals panel will consist of three members, who must be DOE employees, as follows	<b><u>NOT</u></b>
Upon receipt of the applicant's written appeal, the registrar prepares an appeals package for each panel member consisting of a copy of all identity proofing documentation maintained by the registrar, the BI, the notification of denial of security badge providing the registrar's rationale for denial, and the written appeal of the applicant	<b><u>NOT</u></b>
The registrar will inform the applicant and sponsor of the appeal decision and, in those instances where there is majority non-concurrence with denial of security badge, the registrar will follow the steps in paragraph 4(b)(11), above	<b><u>NOT</u></b>
<b><u>FROM CRD:</u></b> If the applicant is physically remote from the registrar, the registrar may designate an individual located in proximity to the applicant to act as registrar by proxy	<b><u>NOT</u></b>