

SEVIS User Roles and Responsibilities

DHS Headquarters User 2701

This role allows the employee with access to SEVIS to view all submitted student, EV and dependent records. In addition, the user can view all submitted school and program information and generate reports.

DHS Officer 2702

This role allows the employee with access to SEVIS to view all adjudicated student, EV and dependent records. In addition, the DHS Officer user can view all adjudicated school and program sponsor information and generate reports.

DHS Inspector 2703

A DHS inspector (formerly the INS land POE) is a DHS employee with access to SEVIS to view student, EV, dependent, school and program records. In addition, the DHS Inspector can enter arrival information into SEVIS for students, EVs, and dependents.

District Officer 2704

A DO is a DHS employee assigned responsibility in SEVIS for schools in a particular DHS district. The DO adjudicates student reinstatement requests. In addition, the DO has the capability to view all schools', students' and dependents' information and generate reports.

DHS Service Center User 2711

A DHS Service Center user is a DHS employee who has the responsibility of adjudicating student reinstatement requests. In addition, the DHS Service Center user can view all student, EV, dependent, school and program records.

Immigration and Customs Enforcement (ICE) Agent 2720

This role allows the employee with access to SEVIS to view all submitted student, EV and dependent records. In addition, the user can view all submitted school and program information, generate reports and view the Domestic Mantis alerts and related reports.

Section A

1. Full Name: _____ 2. SSN: _____ 3. Phone: _____ 4. User ID: _____

Department _____ Agency _____ Contractor? Yes [] No []

Section B – Application Access (Check appropriate box(es) to add or delete access) (see definition of roles below)

2. SEVIS:	ADD	DELETE:	ADD	DELETE
2701 DHSHQ	[]	[]	2702 DHSOFFICER	[] []
2703 DHSINSPECTOR	[]	[]	2704 DO	[] []
2711 DHSSSC	[]	[]	2720 ICEAGENT	[] []

Section C – Authorization (signatures required)

I certify that the user needs access to the system(s) checked above to perform assigned duties.

Contractor Supervisor (print name) _____ Signature _____ Office Phone _____ Date _____

Federal Supervisor/Manager (print name) _____ Signature _____ Office Phone _____ Date _____

I certify that I have verified the user's security clearance and informed the user that he/she is personally responsible for the actions processed using the User ID and the password issued.

PICS Officer's Signature _____ Office Phone _____ Date _____

Privacy Notice

Authority: The collection of this information is authorized by the Federal Information Security Management Act (FISMA - 44 U.S.C. § 3544(a)) and Executive Order 9397, as amended.

Purpose: DHS is collecting your information to determine whether to grant you user access privileges to a DHS mainframe or non-mainframe information system administered by the Password Issuance Control System (PICS). Your Social Security Number will be used to uniquely identify you in the system.

Routine uses: This information will be disclosed to the PICS Security Officers and system owners to allow for the processing of access requests for PICS-administered systems.

Disclosure: Furnishing this information, including your Social Security Number, is voluntary; however, failure to provide it will result in a denial of access to PICS-administered systems.

SEVIS contains Law Enforcement Sensitive (LES) data

This request is to validate the NEED TO KNOW information to support the request for access to SEVIS. I am requesting this information pursuant to the *Privacy Act of 1974, as amended, 5 U.S.C. 552a (b)(7)*, and have delegated authority to do so.

SEVIS PICS: 703-603-3485