

**United States Department of Agriculture
Grain Inspection, Packers and Stockyards Administration
Local Registration Authority Standards and Best Practices**

An employee with LRA responsibilities must obtain the required training before acting as an LRA. The chief responsibility of the LRA is to validate the identity of USDA customers seeking access to the network through e-Authentication credentials.

A. STANDARDS

In order to validate a customer for a Level 2 Credential, the LRA **MUST** verify certain identifying information **IN PERSON**. To validate the customer, the LRA must:

1. **SEARCH** for the customer's name in the USDA E-Authentication database.
2. **VALIDATE** the customer's identity using one valid photo ID. The following types are acceptable:
 - i. State Driver's License.
 - ii. State Photo ID.
 - iii. USA Military ID.
 - iv. USA Passport.
 - v. Canadian Passport.
 - vi. Canadian Provincial Driver's License.

Note: The ID must be current (not expired).

3. Using the Photo ID, **validate**:
 - i. The First and Last names on the ID match those entered into the e-Authentication Level 2 online customer profile¹.
 - ii. The Date of Birth (DOB) on the ID matches that entered into the e-Authentication Level 2 online customer profile.
 - iii. The picture on the ID is a picture of the customer requesting Level 2 credential validation.
4. **RECORD** the customer's ID type in the GIPSA LRA Customer Validation Log, GIPSA Form 334 (Attachment 3).
5. **ACTIVATE** the customer's credential to obtain access to Level 2 USDA Web applications.

B. BEST PRACTICES

1. Do NOT accept a non-Government issued photo ID card.
2. Do NOT validate a customer over the phone, via fax, photocopy, or e-mail—even if he/she is an acquaintance.
3. Do NOT accept an expired ID card.

Do NOT disclose your own e-Authentication User ID or password to anyone at anytime, including other staff members in your Agency.

¹ *The customer's name must match exactly—nicknames are not permitted. If the names do not match, the LRA should ask the customer to update his/her profile or ID and return to the Service Center when the information is updated.*