

HSPD-12 PIV-1

DOC Remote Issuer

Role:

Serves as a PCIF Issuer proxy. Delivers personalized PIV card to the authorized Applicant.

Must Be:

- A Federal employee or designee (e.g., contractor)
- Authorized in writing by the PCIF Manager
- Trained on Remote Issuer responsibilities
- PIV card holder

Location-Specific Details:

PCIF's Operation Plan/procedures further delineate details of the Remote Issuer's duties at each location.

Acronyms:

HSPD-12: Homeland Security Presidential Directive – 12

NACI: National Agency Check with Inquiries

OSY: Office of Security

PCIF: PIV Card Issuing Facility

PIV: Personal Identity Verification

QUICK START

1. **Receive** new PIV card and request form from PCIF Issuer.
2. **Notify** Applicant that PIV card is ready for pick-up.
3. **Verify** individual appearing in person is the Applicant by comparing State or Federal-issued photo ID with Applicant. Ensure picture and name match the PIV card.
4. **Have** Applicant sign PIV Request Form (Section E) accepting the PIV card and related responsibilities.
5. **Complete** and sign PIV Request Form (Section D).
6. **Mail** completed PIV Request Form to the Registrar.

Renewals:

Same as above.