

# HSPD-12 PIV

## DOC Registrar

### Role:

Registers/enrolls Applicant into the PIV system and ensures completion of background check. Approves issuance of the PIV card.

### Must Be:

- A Federal employee
- Authorized in writing by the Agency Identity Management Official
- Trained on Registrar responsibilities

### Location-Specific Details:

PCIF's Operation Plan/procedures further delineate details of the Registrar'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

### On-Site Card Issuing Facility for Employees/Contractors

1. **Confirm** validity of PIV Request, I-9 form, and identity source documents received from Sponsor.
2. **Register** Applicant:
  - Review background investigation
  - Visually review copies of identity source documents.
  - Take and save facial photo of the Applicant.
  - Take Applicant's fingerprints and submit to FBI.
  - Enter Applicant data into the PIV system.
3. **Receive** results of the NAC/FBI Fingerprint check(s)
4. **Approve or deny** issuance of PIV card.
5. **Provide** PCIF Issuer with approved PIV Request Form and other data to prepare PIV card.

### Remote Card Issuing Facility for Employees/Contractors

1. **Confirm** validity of PIV Request, I-9 form, and identity source documents received from Sponsor.
2. **Register** Applicant:
  - Review background investigation
  - Visually review copies of identity source documents.
  - Receive and store facial photo of the Applicant.
  - Receive and transmit Applicant's fingerprints to the FBI.
  - Enter Applicant data into the PIV system.
3. **Receive** results of the NAC/FBI Fingerprint check(s).
4. **Approve or deny** issuance of PIV card.
5. **Provide** PCIF Issuer with approved PIV Request Form and other data to prepare PIV card.

### Renewals

1. If background investigation is on file:
  - Take/receive and store facial photo of the Applicant.
  - Enter Applicant data into the PIV system.
  - Approve or deny issuance of PIV card.