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:
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.

For Necessary Forms & Additional Information: http://www.osec.doc.gov/osy/
OSY 10/5/2005