

# HSPD-12 PIV-1

## DOC ENROLLMENT OFFICIAL

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### Role:

Serves as a Sponsor proxy by performing identity proofing for Applicants located remotely from the Sponsor/Registrar.

### Must Be:

- A Federal employee
- Authorized in writing by the PCIF Manager
- Trained on identity proofing and able to assess validity of identity proofing documents

### Location-Specific Details:

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

### New Card Issuance

#### 1. **Receive** from Sponsor:

- Signed PIV Request Form

#### 2. **Receive** from Applicant:

- I-9 form and background investigation documents
- Two completed fingerprint cards
- One passport-quality photo
- PIV training certificate

#### 3. **Identity proof**:

- Review background investigation documents for completeness
- Visually inspect, validate, and copy identity source documents; verify that picture on identity documents is of Applicant
- Complete and sign PIV Request and I-9 forms

#### 4. **Send** to the Sponsor by secure delivery means (e.g., Registered Mail/FedEx):

- PIV Request Form\*
- I-9 Form\*
- Investigative documents
- Fingerprint cards
- Photo\*
- PIV training certificate\*

### Card Renewal

#### 1. **Receive** PIV Request Form from Sponsor

#### 2. **Receive** or take updated photo of Applicant

#### 3. **Identity proof** (see #3 above), upon Sponsor request, if no I-9 on file

#### 4. **Send** to the Sponsor by secure delivery means (e.g., Registered Mail/FedEx) the items asterisked (\*) in #4 above

For Necessary Forms & Additional Information: <http://www.osec.doc.gov/osy/>