



Federal personal identity verification systems are required to meet the control and security objectives of Homeland Security Presidential Directive-12 [HSPD-12], including identity proofing, registration, and issuance. This guidance is provided to clarify the Identity Proofing requirements for USAccess PIV cards.

NIST SP 800-79 and FIPS 201 requires that all applicants appear in-person at least once before the issuance of a PIV Card and that applicants be required to provide two forms of identity source documents in their original form. All identity source documents provided by an applicant shall be bound to that applicant and shall be **Neither Expired nor Cancelled**. If the two identity source documents bear **Different Names**, evidence of a formal name change shall be provided.

IDENTITY SOURCE DOCUMENTS WITH MATCHING NAMES

During the identity proofing phase of the USAccess credentialing process, applicants are required to provide two (2) forms of identity source documents in their original form. All identity source documents shall be bound to that applicant and shall be neither expired nor canceled. The current list of acceptable primary and secondary source documents is listed in the Primary and Secondary identification tables below. At a minimum one of the identity source documents must be from the Primary list.

IDENTITY SOURCE DOCUMENTS WITH DIFFERENT NAMES

If any of the identity source documents presented for identity proofing bear different names then **evidence of a formal name change must be provided linking the names.**

REQUIREMENTS FOR IDENTITY SOURCE LINKING DOCUMENTS

All linking document must include both the **former** and **current** legal names. All linking documents must be valid and not expired.

Identity source documents with different names can ONLY be accepted when an official linking document is presented.

Example; A married woman may use both a current driver's license with her married name, and a Certified Copy of her birth certificate with her maiden name, as primary and secondary sources of identification as long as they are accompanied by an approved linking document. For this example an approved linking document would be a marriage license – original or certified copy - with both her maiden name and married name on it.

APPROVED LINKING DOCUMENTS

- Marriage Certificate
- Certified copy of birth certificate, or
- Court record linking the two names

USAccess requires a that linking document be scanned into the Document 3 window located on the USAccess Enrollment page.

For additional information see PIV Name Change (PIV Data Changes) below.

UNACCEPTABLE IDENTITY SOURCE DOCUMENTS

Unacceptable Identity proofing documents are:

- Student ID Cards – State Universities and Private Institutions are NOT State Agencies
- Photocopies of Identity Source documents that are not Certified
- Any expired Identity Source Documents



APPROVED IDENTITY SOURCE DOCUMENTS

The following primary and secondary Identity Source documents are approved for use by USAccess.

Note 1: Original forms no photocopies.

Note 2: Expired or Canceled Primary or Secondary ID's are not acceptable for Identity Proofing

Note 3: Updating or replacing Identity Source documents is not required after successfully completing the Proofing process

Primary Forms of Identification

1. U.S. Passport or a U.S. Passport Card;
2. Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
3. Foreign passport;
4. Employment Authorization Document that contains a photograph (Form I-766);
5. Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph;
6. U.S. Military ID card;
7. U.S. Military dependent's ID card; or
8. PIV Card.

Notes: Photos are required for all forms of Primary Identification above

Secondary Forms of Identification

1. U.S. Social Security Card issued by the Social Security Administration Laminated SSA cards cannot be used without Security Officer Approval.	10. Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
2. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;	11. Temporary Resident Card (Form I-688);
3. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;	12. Employment Authorization Card (Form I-688A);
4. Voter's registration card;	13. Reentry Permit (Form I-327);
5. U.S. Coast Guard Merchant Mariner Card;	14. Refugee Travel Document (Form I-571);
6. Certificate of U.S. Citizenship (Form N-560 or N-561);	15. Employment authorization document issued by Department of Homeland Security (DHS);
7. Certificate of Naturalization (Form N-550 or N-570);	16. Employment Authorization Document issued by DHS with photograph (Form I-688B);
8. U.S. Citizen ID Card (Form I-197);	17. Driver's license issued by a Canadian government entity; or
9. Identification Card for Use of Resident Citizen in the United States (Form I-179);	18. Native American tribal document.



PRIMARY AND SECONDARY COMBINATION EXAMPLES

The following examples of source identification documentation are representative of acceptable combinations of Primary and/or Secondary source documents that can be used to successfully validate an applicant's identity:

Combination 1:

- Virginia State Driver's license (Primary)
- US Social Security Card (Secondary)

Combination 2:

- US Passport (Primary)
- Maryland State Driver's license (Primary)

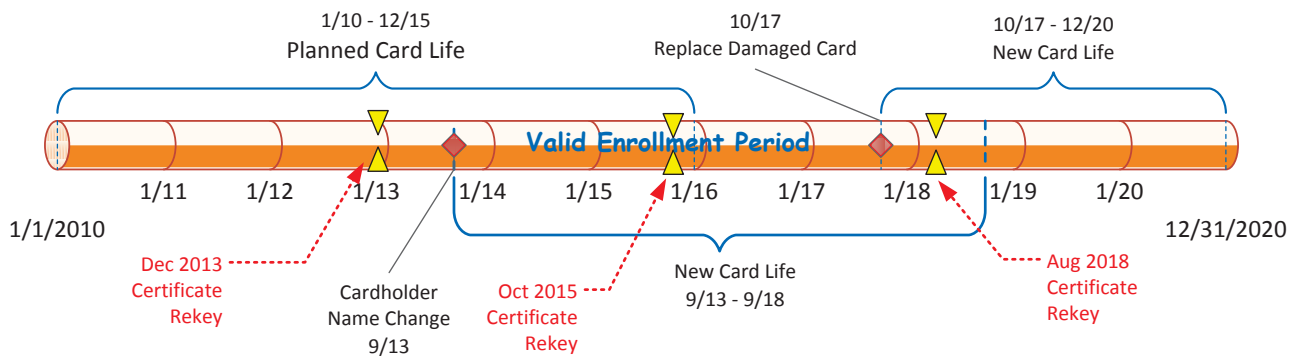
Combination 3:

- US Military ID Card (Primary)
- Department of State ID Card (Secondary)

PIV CARD RENEWAL PROCESS SUMMARY

Renewal is the process by which a valid PIV Card may be replaced **WITHOUT** the need to repeat the entire identity proofing and registration procedure. The renewal process may be used to replace PIV Cards that are nearing their life cycle expiration or in the event of a change in the cardholder's status (see name change below). USAccess allows the renewal request to be submitted at any time up to and including the expiration date of original PIV Card for all cardholders with personnel data records that are current and in good standing.

The following diagram depicts the PIV Enrollment and possible PIV card events.



Note 1: The entire identity proofing, registration process must be repeated if the renewal is submitted after the PIV Credential expiration date.

Note 2: Establishing a new PIV Enrollment period requires the issuing organization and the card holder to submit new biometric identification and to repeat the entire registration and identity proofing process.

PIV CARD REISSUANCE PROCESS SUMMARY

Reissuance is the process by which compromised, lost or stolen PIV Card is replaced by a new PIV Card. Current policy states that the entire identity proofing, registration, and issuance process must be repeated because it is no longer possible to ensure the integrity of the PIV credential.

COMMON PIV CARD RENEWAL AND REISSUANCE REQUIREMENTS

All PIV Card Renewals and Reissuance requires the issuing organizations to:

- Verify the cardholder's background investigation and ensures that it is valid before renewing or reissuing a card and its associated credentials. Re-investigations, if required, shall be performed in accordance with OPM guidance.



- Previously collected biometric data may be reused with a new PIV Card if the expiration date of a newly created PIV Card falls within the 10 year Valid Enrollment Period of a credentials life.
- If the cardholder's personnel data records that are current and in good standing Identity Proofing is not required

Prior to receiving the new PIV Card, the cardholder **must** surrender the original PIV Card, which shall be collected and destroyed once the new PIV Card is issued.

PIV NAME CHANGE (PIV DATA CHANGES)

Name changes frequently occur because of,

- Marriage
- Divorce, or
- Personal preference.

For all **Name** changes the cardholder shall notify the card issuer of the name change, and presents evidence of a formal name change. Acceptable evidence is a:

- Marriage Certificate
- Divorce Decree
- Judicial recognition of a name change, or
- Other legal mechanism permitted by State law or regulation.

Card issuer may then issue a new card to the cardholder without obtaining the approval of a proper authority and without performing a re-investigation if;


- Expiration date of the new card is no later than the expiration date of the original PIV Card, and
- No data about the cardholder, other than the cardholder's name, is being changed, then the new PIV Card may be issued

Note 3:


All cardholder data changes requires the issuer to record the data changes, if applicable, in USAccess to maintain the chain-of-trust



PASSPORT



*United States
of America*



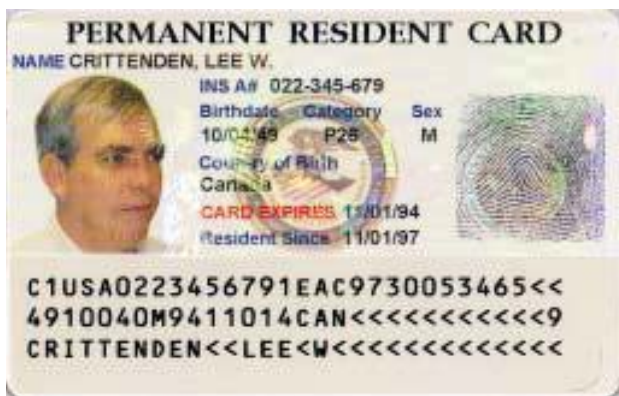
5



REENTRY PERMIT WITH PHOTOGRAPH (FORM I-327)

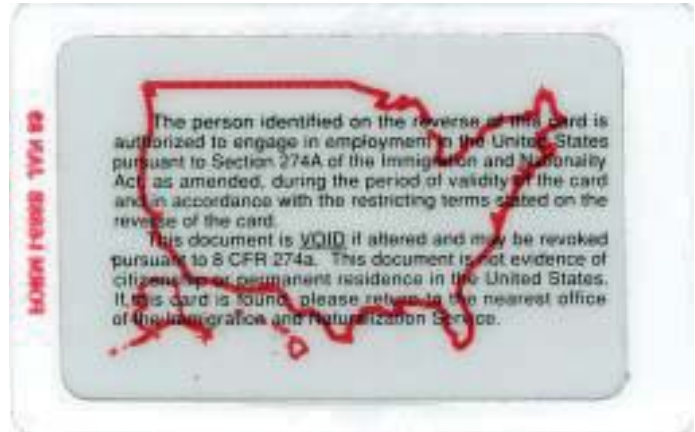


PERMANENT RESIDENT CARD OR ALIEN REGISTRATION RECEIPT CARD (FORM I-551)





EMPLOYMENT AUTHORIZATION DOCUMENT (CARD) WITH PHOTOGRAPH (FORM I-688)



EMPLOYMENT AUTHORIZATION DOCUMENT (CARD) WITH PHOTOGRAPH (FORM I-766)



CERTIFICATE OF NATURALIZATION (FORM N-550 OR N-570)





BIRTH CERTIFICATE ISSUES BY STATE

VOID

CERTIFICATION OF VITAL RECORD
STATE OF RHODE ISLAND
AND
PROVIDENCE PLANTATIONS

COPY OF CERTIFICATE OF BIRTH
State of Rhode Island

NAME
John Doe

SEX
Male

DATE OF BIRTH
Feb. 3, 2002

PLACE OF BIRTH
The Memorial Hospital

CITY
Providence

COUNTY
PROVIDENCE

STATE
RHODE ISLAND

NAME OF FATHER
John R. Doe

NAME OF MOTHER
Providence

DATE OF BIRTH
Feb. 3, 2002

PLACE OF BIRTH
Newport, RI

CITY
Newport

COUNTY
Newport

STATE
RI

DATE OF BIRTH
Feb. 3, 2002

STATE
RI

I hereby certify that this is a true and exact copy of the document officially registered and placed on file in the issuing office.

Issuing Office
STATE OFFICE, PROVIDENCE

Date of Issuance
SEP 11 2002

Signature of Registrar
[Signature]

THIS COPY VALID ONLY IF ISSUED ON PAPER WITH EMBOSSED BORDER DISPLAYING SEALED SEAL AND SIGNATURE OF STATE OR LOCAL AGENCY.

SAMPLE

CERTIFICATION OF BIRTH ABROAD ISSUED BY THE U.S. DEPARTMENT OF STATE

DEPARTMENT OF STATE
FOREIGN SERVICE OF THE UNITED STATES OF AMERICA

Certification of Birth Abroad
of a Citizen of the United States of America

This is to certify that according to records on file in this Office

NAME
DAVID S. SAMPLE

SEX
MALE

DATE OF BIRTH
AUGUST 15, 1990

PLACE OF BIRTH
THE HAWAII HOSPITAL, OAHU, HAWAII

Result of Birth recorded on
SEPTEMBER 14, 1990

In Witness Whereof, I have hereunto subscribed my name and affixed the seal of the Consular Service of the United States of America at
NAKA, JAPAN

this
14TH

day of
SEPTEMBER

1990

(SEAL)

CONSUL
of the United States of America

WARNING: This certificate is not valid if it has been altered in any way whatsoever or if it does not bear the embossed seal of the office of issuance.

SAMPLE

UNITED STATES OF AMERICA
DEPARTMENT OF STATE

Certification of Report of Birth
of a United States Citizen

This is to certify that the birth of **INA SAMPLE** **SEX** **FEMALE**
born at **DESOLATION** **STATE** **MONGOLIA**
on **APRIL 1, 1970** was reported with the Consular Service of the United States and a
Consular Report of Birth was issued at **U.S. EMBASSY, UYANUTZISTAN**
on **SEPTEMBER 10, 1990**

Father
DAVID S. SAMPLE

Mother
NORRY S. SAMPLE

Date of Birth
APRIL 1, 1970

Date of Birth
APRIL 1, 1970

Consul
CONSOLETTA RICE

Secretary of State
Washington, D.C.

OCTOBER 27, 2004

WARNING: This certificate is not valid if it has been altered in any way whatsoever or if it does not bear the embossed seal of the office of issuance.

SAMPLE