

National Credit Union Administration
Personal Identity Verification Training

Applicant



PURPOSE

- To introduce you to your role as “**Applicant**” in the National Credit Union Administration (NCUA) Personal Identity Verification (PIV) Program.
- As an Applicant, you are required to successfully complete the training to be eligible to receive government identification, now known as a PIV card.

What is PIV?

- The PIV program provides a commonly accepted identification card and reliable form of secure identification for all Federal employees that:
 - Is issued based on sound criteria for verifying an individual's identity
 - Is strongly resistant to identity fraud, tampering, counterfeiting and terrorist exploitation
 - Can be rapidly authenticated electronically
- Is only issued by providers whose reliability has been established
- Your PIV card will allow you computer access, entrance to NCUA facilities and provide more efficient access to other Federal buildings.

Applicant Role, Description and Requirements

- As a PIV Applicant, you are the individual to whom a PIV card will be issued
- To apply for the card, you should meet one of the following eligibility requirements:
 - Be a prospective or current Federal employee, as defined in Title 5 U.S.C §2105 “Employee,” within NCUA
 - Be an individual who is or will be under contract to the Federal government, to whom the NCUA would normally issue a long-term (greater than six months) Federal identity card, consistent with existing security policies
 - Be a guest researcher, volunteer, intern, intermittent, temporary, or seasonal employee who has been directed to receive a PIV card

Procedures

- You will be required to:
 - Complete and sign Section 1 of the I-9 Form.
 - Complete and submit background investigation forms (SF85, SF85P, or SF86 and associated documents), as directed by your Sponsor
 - Appear in person (at the location indicated by your Sponsor) with two forms of valid identification, one of which must be a Federal or State-issued photo identification
 - Be fingerprinted
 - Have a passport-quality photo taken for placement on your PIV card
 - Print and bring in the training certificate from this course
- Sign for your PIV card and acknowledge understanding of your rights and responsibilities
- Your Sponsor will notify you of any other supporting documents or additional information that may be required

Rights and Responsibilities

- You will be presented with information about your rights and responsibilities with respect to privacy, security, and protection of your PIV card
- Some of your rights include:
 - Notification of how your personal Information will be protected while being stored or processed, both manually and electronically
 - Correction of errors in the identity source documents and all decisions based on them
 - Notification of the disposition of your application status
- If you are rejected, notification of the steps required to re-apply will be provided

Privacy, Security, and Protection

- All Federal employees and contractors have a responsibility to contribute to privacy, security, and protection of the PIV Program
- By *Title 18* of the U.S. Code, it is a Federal offense to counterfeit, alter, or misuse the PIV card and program
- All personnel issued a PIV card are responsible for:
 - Immediately reporting a lost/missing/stolen card
 - Replacing the card when it has become unusable or worn
 - Protecting the card

Summary

As a PIV Applicant, your functions include:

- Working with your Sponsor to complete appropriate documentation
- Submitting forms and providing identity source documents in person
- Learning about and acknowledging your rights and responsibilities in the program
- Protecting your PIV card

NATIONAL CREDIT UNION ADMINISTRATION

Certificate of Completion

is hereby granted to

(signature)

(Print name)

to certify completion of
Applicant

Personal Identity Verification (PIV) Training

Granted: April 16, 2014

Completion

In order to receive credit for satisfactorily completing this training you must sign and submit a hard copy of your certificate of completion to OHR.

If you have questions about or need assistance with this training, please contact the Office of Human Resources at 703-518-6510