

PIV Card Request Information Form

The following information will be used to initiate a NACI background investigation for the means of access to Department of Veterans Affairs computer programs. This information will be safeguarded and used solely for the specified reasons.

Name: (First, Middle, Last)	
Home Address:	
Home Phone Number:	
Home email:	
Job Title:	
Work Address & County:	
Work Phone Number:	
Work email:	
Social Security Number:	
Date of Birth:	
Color of Hair:	
Color of Eyes:	
Height:	
Weight:	
Race:	
Gender:	
Place of Birth:	
Have you ever been issued or do you currently possess a PIV badge?	NO _____ YES _____ Issued from: _____
Have you ever had a VA TMS training account?	NO _____ YES _____ Location _____
Accreditation Code:	

If at any time during the PIV process you have questions, please contact:

Wade Rising, CMA, at 605-336-3230 ext. 9-7880

For the e-QIP process, please contact Kristl Bryant, HR Liaison, at 605-336-3230 ext. 9-6709

For training purposes, please contact Terry Leeper at 701-451-4658

Department of Veterans Affairs

Memorandum

To: Law Enforcement Training Center

Subj: Electronic Fingerprinting

1. This memorandum is to notify the Law Enforcement Training Center that the individual listed below has completed the electronic fingerprint process.

2. Agency Data: New Employee/Affiliate- PIV OR PIV Renewal
(Circle One)

If other, specify: (i.e. Work Study / Volunteer (Non-PIV; SAC Only))

3. Position (Official Title): _____

4. To be completed by applicant:

Name: _____ SSN: _____

5. Information for the local Security Office:

SON: 1559

SOI: VAR8

OPAC: 36001200

6. Name, phone number and date the local Security Office electronically transmitted the fingerprints to OPM:

Name: _____ Date: _____

Title: _____

Phone Number: _____

Respectfully submitted:

Wade Rising

Change Management Agent – VBA

Dakotas VA Regional Office

2501 W. 22nd St.

Sioux Falls, SD 57105

605-336-3230 ext. 9-7880

Wade.rising2@va.gov

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			