

# TEST CARD ORDER REQUEST

(USAccess Program)

SECTION I  
TRACKING  
INFORMATION

## 1. ORDER TYPE and REQUEST TRACKING NUMBER:

Please specify test card order type (refer to instructions below)

CUSTOM TEST CARDS (\$18.00/card)  New Request (Tracking number assigned by the Managed Service Office (MSO)): \_\_\_\_\_

GENERIC TEST CARDS (No Charge)  Revision to Existing Request (Enter Tracking Number): \_\_\_\_\_

SECTION II  
DEVELOPER/SHIP TO  
INFORMATION

## 2. DEPARTMENT/AGENCY/ORGANIZATION NAME

3. STREET ADDRESS 1 (No Post Office (PO) Boxes)

4. STREET ADDRESS 2 (No PO Boxes)

5. CITY

6. STATE

7. ZIP CODE

8. COUNTRY

9. REQUESTOR FIRST NAME

10. REQUESTOR LAST NAME

11. TELEPHONE NUMBER

12. OFFICE EMAIL ADDRESS

## 13. CREDENTIAL PLATFORMS REQUESTED:

Test Card Type

Quantity

Version 8.1

## 14. TEST MSO CREDENTIAL PERSONALIZATION (For Tailored Test Cards):

Card Number	First Name	Last Name (No numbers)	Organization Affiliation	Email Address (must be a fake email address)	Requested User Principal Name (UPN) Values
1					
2					
3					
4					
5					
6					
7					
8					
9					

Check here if system generated data is requested for credential personalization (Applies to Generic Test Cards).

## 15. SPECIAL INSTRUCTIONS/REQUESTS:

SECTION III  
MSO REVIEW STATUS

## 16. MSO REVIEW STATUS (to be completed by MSO)

Approved Date: (MM/DD/YYYY) \_\_\_\_\_

Comment:

## INSTRUCTIONS

Customers may wish to use Test Personal Identity Verification (PIV) Credentials to simplify testing with systems that interface to an identity credential. Examples include physical security systems as well as systems that use Public Key Infrastructure (PKI) credentials for logical access. Often agency vendors will want to have Test Cards to test their hardware and software as it is not convenient or practical to give them a real card belonging to a Federal employee. Test Cards allow test processes to proceed in a way that does not inconvenience anyone or force a real credential to be used. Additionally, new versions of cards will come to market or hardware or software is changed. Therefore, customers can use Test Cards before either are introduced to an agency's production environment.

A Test Card is different from a production credential that is issued to a government sponsored employee or contractor. For security purposes, a Federal Information Processing Standard 201 (FIPS 201) compliant system will never recognize a test card as a valid credential. There are two major forms of test cards available: a "Generic" test card and a "Tailored" test card. These are described below:

**GENERIC** - A generic test card is the simplest test card available. It is a test credential that acts as a credential for PIV system testing. The test cards are made with "fake" data to enable a vendor to test with various data sets. For instance, one card will be "John Doe" and another one will be "Jane Doe." The vendor will use them to ensure that each card is properly read and that different data are presented.

The best example is testing a physical access system. The test cards provide the ability to test multiple people as well as the speed and real distances for example.

To order generic test cards, specify **xx** generic test cards on this request form to receive cards with different data on them.

*Note:* These cards will have test PKI certificates on them. They are available for use with the Test Certificate Authority (Entrust offers this service at MSO request.)

**CUSTOM** - A Custom test card is tailored specific to the agency affording the capability to define the User Principal Name (UPN) and the network DNS suffix. This allows you to set up accounts on a network with fake email addresses for testing logical access for example. In this case, you would order 3 test cards with Mike.Jones@army.mil, Mindy.Smith@army.mil, and Sally.Lars@army.mil as the preferred UPN. Alternatively, you could ask for 870003007@Fedidcard.gov and cards will be produced (with associated test certificates from the Entrust Test Shared Service Provider (SSP)). Now network engineers can set up accounts for testing without involving active credentials.

The MSO offers credentials that can be tailored to your specific network and used to test PKI. Another example is that you may have an agency-defined field that you want to be used in an application. For example at GSA, "P" stands for "Property Pass." The narrative tells us what you want to do so the card is created with the right data. You may want to order a card with a "P" and maybe some without the "P."

### The Test Card Order Request Form

This form has four main objectives: 1) To produce your test card, 2) To obtain authorization to bill (form must be completed by a government employee), 3) To deliver the cards to the right person, and 4) accountability. The test cards can only be shipped in to locations in the United States and should only be given to known companies and vendors outside your enterprise. Any deviation from that ruling should be discussed with the GSA MSO Test Card point of contact.

The GSA MSO Test Card Request (TCR) is used to obtain test credentials to assist in the development of applications. All requests are to be routed through the designated agency approval authority. A GSA MSO Recognized Approval Authority (RAA) is the HSPD-12 Lead for your organization or someone they designate and has the authority to submit an order. The respective RAA is responsible for submitting requests including the Service Order Form with the Test Card Order Request Form to the MSO Order Manager, USaccessorders@gsa.gov. Note in the Comments and Special Instructions that both forms were completed. Please submit signed electronic copies of your completed forms.

All MSO Test Card inquiries and correspondence with the MSO should be routed to USAccessorders@gsa.gov. Allow at least three weeks for delivery once a request is approved by an RAA and transmitted to MSO for validation.

The following instructions are to assist the person requesting Test Cards to ensure all required information is provided.

### **Section I – Tracking Information (Block 1)**

Select the type of test card (custom or generic). If this is a new request, the MSO will assign a tracking number to the Test Card Order Request Form from the tracking system. If this is for a modification to an existing order, the submitter will check the “Revision to Existing Request” block and enter the original request number as reference.

### **Section II – DEVELOPER/SHIP TO INFORMATION (Blocks 2-15)**

**Blocks 2-12** - Enter a complete point of contact (POC) name, agency/organization, mailing address, and business phone and mobile number suitable for express delivery. The address cannot be a Post Office (PO) box. Enter the date of the request. Enter email address to facilitate communication on requirement and delivery status. This individual can be a government lab or a vendor (e.g., physical security company). The address must be in the U.S. and the approver should have performed due diligence in identifying any commercial entities.

**Block 13** - Confirm the credential platforms requested and the quantity.

**Block 14** - For Custom test cards, complete the first name, last name, organization affiliation, email address, and requested UPN values for each test card. *Note: the data provided cannot be associated with a real individual. The name, UPN and email address are recommended to follow a format like the following: TestSmith, Joe M, testsmith@gsa.gov. This format would be expected so it can be created in the agency's domain for testing purposes.* Check the box under the table if **system generated data** is requested for credential personalization (i.e., system generated UPN). This only applies to Generic test cards.

**Block 15** - Note any special instructions or requests.

### **SECTION III – MSO REVIEW**

**Block 16** - MSO approves and logs the Test Card Order Request form. Any specific instructions are provided for the record. The MSO POC will communicate to you when the order has been submitted to the vendor for production.