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. |
| 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; |
| 3. | ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph; |
| 4. | Voter's registration card; |
| 5. | U.S. Coast Guard Merchant Mariner Card; |
| 6. | Certificate of U.S. Citizenship (Form N-560 or N-561); |
| 7. | Certificate of Naturalization (Form N-550 or N-570); |
| 8. | U.S. Citizen ID Card (Form I-197); |
| 9. | Identification Card for Use of Resident Citizen in the United States (Form I-179); |
| 10. | Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350); |
| 11. | Temporary Resident Card (Form I-688); |
| 12. | Employment Authorization Card (Form I-688A); |
| 13. | Reentry Permit (Form I-327); |
| 14. | Refugee Travel Document (Form I-571); |
| 15. | Employment authorization document issued by Department of Homeland Security (DHS); |
| 16. | Employment Authorization Document issued by DHS with photograph (Form I-688B); |
| 17. | Driver's license issued by a Canadian government entity; or |
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:**
- a. Virginia State Driver’s license (Primary)
- b. US Social Security Card (Secondary)

**Combination 2:**
- a. US Passport (Primary)
- b. Maryland State Driver’s license (Primary)

**Combination 3:**
- a. US Military ID Card (Primary)
- b. 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 a 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.

![PIV Card Renewal Diagram](image)

**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 identify 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 there 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.
ID Card Type Examples

U.S. Passport

![U.S. Passport Image]

U.S. Passport or U.S. Passport Card

![U.S. Passport Card Image]
FOREIGN PASSPORT

Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year.

Temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)

ID CARD FOR USE OF RESIDENT CITIZEN IN THE UNITED STATES (FORM I-179) - MUST HAVE PHOTOGRAPH

U.S. CITIZEN ID CARD (FORM I-197) - MUST HAVE PHOTOGRAPH


**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

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