

**How to Obtain an Affiliate VA PIV Card**

**for Indiana stakeholders**

Please follow the steps below and coordinate with our local offices to obtain a PIV card and VA systems applications. This process applies only to Indiana non-federal employees only.

1. Submit the Request 2. Get Trained!

Fill out Forms, and fax to (215) 713-1112. Self-register for a TMS account and complete:

 -Access Request -VA Privacy and Info Awareness Training

 -VBA 20-0344

 -Declaration of Fed Employment

 3. Take Fingerprints 4. Background Investigation (e-QIP)

 Support Services will coordinate You will receive an email from our HR Center with

 fingerprint appointment. instructions on how to log in and complete e-QIP.

 5. VA Systems Access Requirements 6. PIV Issuance

Complete TRIP training (if not already You will be contacted by the PIV office

Accredited) Sign up for training at: once they receive all background info.

<https://trip.learnupon.com/users/sign_in>

 The PIV office will coordinate with you to

 schedule an appointment to issue a card.

 You must bring two forms of ID to this appt!

PIV Renewal and PIN Reset

**PIV Renewal:** Approximately 45 days prior to your card expiring contact the Indianapolis Support Services

 Division at (317) 916-3760 to make an appointment to reissue a PIV card.

**PIN Reset:** You must bring your PIV card into the PIV Office to get the PIN reset. Call (317) 916-3760.

Training Links and Important Contacts

 Training/Resources Contacts

Veterans Benefits Management System (VBMS) PIV Badge: (317) 916-3760

* [VSO Corner](https://vbaw.vba.va.gov/VBMS/vso_corner.asp) HR office: (317) 916-5425
* [VBMS Users Guide](https://vbaw.vba.va.gov/VBMS/docs/Desktop/Job_Aids/14_0_148_VBMS_UserGuide.pdf) Training: (317) 916-3400

Stakeholder Enterprise Portal (SEP) Computer/Citrix Access Gateway (CAG)

* [SEP Home Page](https://www.sep.va.gov/sep/web/guest/sep) issues: (855) 673-4357
* [SEP User Guide](https://www.sep.va.gov/sep/ecms-proxy/document/sep/dynamic-content/sep/assets/downloads/SEP_User_Guide_February2016.pdf)

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TO MAINTAIN YOUR PIV CARD AND VA SYSTEMS ACCESS YOU MUST!!!

1. Protect Veterans Personal Identifiable Information Always!
2. Stay current with VA Privacy and Information Awareness Training and VA Certification of Veteran Status and Veteran Relatives (VBA 20-0344) annually
3. Log into CAG and VA applications monthly.