

# 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 Fill out the Access Request Form, and fax to (215) 713-1112.



Request Form.docx

2. Get Trained!

Self-register for a TMS account and complete:

-VA Privacy and Info Awareness Training



3. Take Fingerprints
Call Support Services

to schedule appointment (317) 916-3760

4. Background Investigation (e-QIP)

You will receive an email from our HR dept. requesting information. A few days after you reply to their request, you will receive an email from the HR Center with instructions to log in and complete the e-QIP investigation.

5 VA Systems Access Requirements

 Complete TRIP training (if not already Accredited) Sign up for training at: https://trip.learnupon.com/users/sign\_in

Fax VA Form 20-0344 to (215) 713-1112.



#### PIV Issuance

You will be contacted by the PIV office once they receive all background info.

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!

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#### PIV Renewal and PIN Reset

6.

**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

Veterans Benefits Management System (VBMS)

- VSO Corner
- ❖ VBMS Users Guide

Stakeholder Enterprise Portal (SEP)

- ❖ SEP Home Page
- ❖ SEP User Guide

Contacts

PIV Badge: (317) 916-3760 HR office: (317) 916-5425 Training: (317) 916-3400

Computer/Citrix Access Gateway (CAG)

issues: (855) 673-4357

## 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 annually
- 3. Log into CAG and VA applications monthly.