



## VETERANS SERVICE ORGANIZATIONS

### FACT SHEET ON OBTAINING PIV CARDS

## HOW TO OBTAIN A PIV BADGE AS A VETERANS SERVICE OFFICER

The Indianapolis Regional Office supports Veterans Service Organizations accessing the VA information systems by sponsoring Veterans Service Officers (VSO's) in obtaining their Personal Identity Verification (PIV) badge. The VA PIV badge is vital to protecting the security, identity and privacy of not only you as an individual, but of every single person at the VA, VA as an organization, and most importantly the Veterans we serve. Included in this Fact Sheet, is the overview and step-by-step process on how to obtain a PIV badge as a VSO.

### OVERVIEW OF PIV PROCESS

Once VSOs receive their accreditation, part of obtaining access to VA information systems is obtaining a PIV Badge. This is a multi-step process for VSO's which includes completing required forms, completing mandatory training, and scheduling appointments for taking pictures and completing index-fingerprinting. PIV cards allow for VSO's to access VA information systems to review Veteran's rating records as power of attorney and to assist Veterans and their beneficiaries with their claim(s).

The steps of obtaining a PIV Card are outlined below to assist with streamlining the process for VSO's to obtain a PIV Badge.



U.S. Department of Veterans Affairs  
Veterans Benefits Administration  
Indianapolis Regional Office

**STEP 1. Provide the VA Regional Office Card Issuance (PCI) Manager with a copy of your accreditation letter. Inform the Support Services Division of your request to access VA systems. Provide the PCI Manager with your active email address. You will receive an email from the PCI manager prompting you to begin your TRIP training.**

**Step 2. Complete all mandatory training via Talent Management Systems (TMS) and Training, Response, Involvement, and Preparation of Claims (TRIP) training. You may self-register into TMS by following the steps at the enclosed link: [www.tms.va.gov](http://www.tms.va.gov).**

- On the main page, click on Create New User and follow the instructions. You will need a primary email address. Once you have registered you should take the Privacy /Security Training Courses, (VA 10176, & 10203). Ensure that VA Training Coordinator receives a copy of your completion certificate.

**Step 3. Complete and submit forms; OPM form 306, Declaration for Federal Employment; and 0711, Request for Personal Identity Verification Card to the VA PCI Manager. The PIV Manager will provide this information to Human Resources and Service Center. You may choose to process these forms at the nearest VA facility to you.**

**Step 4. Schedule your appointment for fingerprinting via the Indianapolis Regional Office Human Resources office or the nearest VA facility to you. For a complete listing, click on the link below; [http://vawww.va.gov/pivproject/piv badge offices.asp](http://vawww.va.gov/pivproject/piv%20badge%20offices.asp).**

- a. If you are processing via the Indianapolis Regional Office, you will need the following numbers for the form: **SOI # VA11 & SON# 1074.**
- b. Please have **two original forms** of identity source documents. At least one document shall be a valid **State or Federal government-issued picture identification (ID)**, such as a **Driver License** or **U.S. Passport**. A non-picture ID such as: **Social Security Administration Card or certified birth certificate** may be used in conjunction with one of the forms listed above. Any form used for **ID proofing may not be expired**. If Indianapolis Regional Office (HR) does your fingerprinting and submits your background check they will also **Sponsor** you in the PIV system. No sooner than 2 days after you are sponsored, (**or receipt of a Special Agreement Check (SAC) date**) you will be scheduled at the Regional Office or facility that sponsored you. Please take two forms of ID that meet the above criteria for this process.
- c. Registering will include identity proofing and having your biometrics captured (**Picture taking and Index-Fingerprinting**). You can expect to receive your new PIV card on this day. You must then inspect and accept the card, and establish a six-digit PIN. Your card is then activated and ready for use.

**Indianapolis RO Points of Contact:**

PIV Card Managers:

Marvin McAtee (317) 916-3675 / [marvin.mcatte@va.gov](mailto:marvin.mcatte@va.gov)

Jeff Jones (317) 916-3645 / [jeffrey.jones1@va.gov](mailto:jeffrey.jones1@va.gov)

Training Manger:

Kyle Schmidt (317)916-3830 / [kyle.e.schmidt@va.gov](mailto:kyle.e.schmidt@va.gov)

Change Management Agent:

Natalie Gries (317) 916-3463 / [natalie.gries@va.gov](mailto:natalie.gries@va.gov)



U.S. Department of Veterans Affairs  
Veterans Benefits Administration  
Indianapolis Regional Office