

U.S. DEPARTMENT OF ENERGY
INFORMATION SHEET FOR
SPONSORSHIP OF HSPD-12 CREDENTIAL

PIV FILE #: _____
(for use by Registrar's Office only)

PRIVACY ACT STATEMENT

AUTHORITY: The Atomic Energy Act of 1954, as amended, (42 U.S.C. § 2011 et seq.), the Department of Energy Organization Act (42 U.S.C. § 7101) authorizes the collection of this information. The information provided through this form is covered by a DOE Privacy Act system of record, DOE-43, Personnel Security Files, which was last updated in volume 76 of the Federal Register, pages 66917-66920, published on December 11, 2011.

PURPOSE: The information is used to determine suitability for the issuance of a DOE PIV Credential. The information will be used to identity proof and register Applicants as part of the Personal Identity Verification process.

ROUTINE USE(S): This information will be used by and disclosed to DOE personnel, contractors, or another federal agency who will need the information to facilitate credentialed access to a federal government facility. DOE may disclose this information in courts or in administrative proceedings, to the tribunals, counsel, other parties, witnesses, and the public (in publicly available pleadings, filings, or discussion in open court) if the disclosure is relevant and necessary for the proceeding and compatible with the purpose for which the Department originally collected this information. This information may be provided to DOE employees or contractors who have a need for the information in the performance of their duties or to fulfill contact requirements, pursuant to the purpose established in DOE-43.

DISCLOSURE: Providing this information is voluntary; however, failure to submit this information may result in denial of a DOE PIV credential.

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Management, MA-90, GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, 1000 Independence Ave., SW, Washington, DC 20585-1290; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.

NOTICE: 18 U.S.C. Section 1001; Act of June 25, 1948; 62 stat. 749; makes it a criminal offense to make a willfully false statement or presentation to any department or agency of the United States as to any matters within its jurisdiction.

Contains information which may be exempt from public release under the Freedom of Information Act (5 U.S.C.552), exemption number(s) 6 PERSONAL PRIVACY. Approval by the Department of Energy prior to public release is required.

Instructions

Section 1 – 3 are to be completed by the appropriate entity.

All fields are mandatory. Enter N/A if not applicable.

Detailed information on each question may be found on page 3.

Section 1 – Biographical Information (To be completed by the Applicant)

1. Full Name: *(must match the name on Driver's License or Passport)*

First

MI Last

Suffix

2. Aliases: *(Other names ever used, for example, maiden name, nickname, etc.)*

First

MI Last

Suffix

3. Home Address:

4. SSN:

5. DOB:

6. Country of Citizenship:

7. Place of Birth:

City

State

Country

8. Home Email:

9. Other Email:

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Section 2 – Employment Information (To be completed by Sponsoring office)

10. DOE Affiliation: (Select one)	11. Work Email: Check here if applicant will not have a business email:
12. Work Phone:	13. Federal Emergency Response Official: Yes No
14. Employment Status: New Hire Incumbent (currently holding a DOE PIV Credential)	
15. Card Delivery Site: (ex. FORS, SNL, SRS, ID, NNSA, SC, GTN)	16. Clearance: Q L BAO

Section 3 – Contact Information (To be completed by Sponsor or Security Official)

17. Contact Name:		18. Routing Symbol:
19. Phone:	20. Email:	21. Date:

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Detailed Instructions for the Information Sheet for Sponsorship of HSPD-12 Credential

1. Enter applicant's legal first name, middle initial, last name, and suffix, if applicable. This is the name that will be entered in USAccess to appear on the HSPD-12 credential. It must match the primary I-9 document to be presented at the time of enrollment.
2. Aliases are sent to the Office of Personnel Management (OPM) only when fingerprints are released for a new investigation, which may prevent OPM from unnecessarily rejecting an application due to conflicting names from prior investigations. This may be omitted if applicant has never been investigated by the Federal government before.
3. If no home address is provided, the DOE site address may be entered into USAccess.
4. Enter applicant's social security number (SSN).
5. Enter applicant's date of birth (DOB).
6. Enter the name of the country in which the applicant holds citizenship. Dual citizens should enter the names of both countries.
7. Enter the applicant's place of birth. State is required for US, Mexico, and Canada ONLY.
8. Enter the applicant's home email address, especially if the applicant does not yet have a functioning work email address. System notifications (e.g., to enroll) will be sent to this address in addition to any work email address entered.
9. (Optional) Enter another email address where the applicant may wish to receive system notification messages (e.g., contracting company-provided address).
10. Select the entry that best describes the applicant's association with DOE from the drop-down box.
11. Enter the applicant's work email address. This is the email address that will be tied to the certificates stored on the "chip" in the credential. Do not use a home address unless that address is recorded in DOE's encryption software database. If the applicant does not and will not use email at work, check the box as appropriate.
12. Enter the applicant's work phone number.
13. Federal emergency response officials (e.g., FEMA or radiation responders) are determined by the sponsoring office and should be designated as such in their position description. Select yes or no.
14. Indicate whether the applicant is a new hire or an incumbent currently holding a DOE PIV Credential.
15. Enter the abbreviation for the DOE site to which the applicant's card should be delivered.
16. Select the highest level of access authorization the applicant holds at any DOE facility or for which the applicant has been or will be (currently) submitted. If no access authorization is anticipated, select BAO (Building Access Only).
17. Enter the name of person with whom Personnel Security should communicate in the event of questions regarding the request for an HSPD-12 credential. This may be the USAccess sponsor, the security officer for the sponsoring office, or a delegated employee.
18. Enter the mail routing symbol of the sponsoring DOE office.
19. Enter a phone number for the person whose name is on line 17.
20. Enter an email address for the person whose name is on line 17. This may be omitted if the person is clearly listed in the DOE global address book.
21. Enter the date the data was collected.