Adminstrator Role Intake

Adminstrator Role	
Email*	
Name*	
Make 1 selection only	(See link for Adminstrator Role definitions)
Business Manager Role	☐
Limited Administrator Role	☐
Prime Approver	☐
Project Manager	☐
Read-Only User	☐
Job Coordinator	☐
Limited Read Only	☐
Limited Job Coordinator	☐
Demographic Coordinator	☐
Assign All Projects (only if role requires access to all projects in the entire database	○ Yes ◉ No
Assigned Dept (only if role requires access to all projects within a Dept.) select applicable Dept. do not assign projects.	☐ Dept. Name
Assign Individual Projects (no Dept. selection required)	

The subscriber will appear in person or virtual and provide two forms of identity source documents in original form unless otherwise noted. One of these two identity source documents must be a photo ID. The identity source documents must come from the list of acceptable documentation for DOE PKI Identity Proofing.

1st Form of Identification Presented		Person's name as it appears on the Identification

2nd Form of Identification Presented		Person's Name as it appears on the Identification

Reviewed By: _____ _____ _____

Date Signature Name

Acceptable Documentation for DOE PKI Identity Proofing

[All Documents Must be Unexpired]

LIST A

THE FOLLOWING DOCUMENTATION WILL BE ACCEPTED AS A PRIMARY FORM OF IDENTIFICATION AND **MUST** CONTAIN A PHOTOGRAPH.

• Federal Agency Identification Badge	• HSPD-12 Badge

or

LIST B

These documents are accepted, but 2 are **required,** and 1 **must** contain a photograph.

• U.S. Passport	• Foreign passport with a temporary I-551 stamp
• School ID card with a photograph	• Native American tribal document
• Driver's license or ID card issued by a state or outlying possession of the United States	• ID card issued by federal, state or local government agencies or entities
• Driver's license issued by a Canadian government authority	• Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
• Voter's registration card	• Military dependent's ID card
• U.S. Military card or draft record	• U.S. Coast Guard Merchant Mariner Card
• Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	• ID Card for use of Resident Citizen in the United States (Form I-179)
• Foreign passport with an Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	• Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
• Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)	• Employment authorization document issued by DHS
• U.S. Citizen ID Card (Form I-197)	

LIST C

Documentation from List C will not be accepted. If a U.S. Social Security card is used the event will be categorized as an information Data Breach and reported as a Security Violation to the Department of Energy Cyber Incident Response Capability.
http://www.doecirc.energy.gov/aboutus.html

• U.S. Social Security card	• Credit Cards