

## PIV Cards

The VA Personal Information Verification (PIV) card:

- Is required for all federal employees and eligible contractors, affiliates and volunteers
- Enables access to VA buildings, facilities, computers and information (where required)
- Indicates completion of a minimum background check
- Serves as the common government identification for all VA administrations and organizations
- Meets the vital security requirements of Homeland Security Presidential Directive 12 (HSPD-12)
- Has “smart card” features, including digital fingerprints and certificates for identity verification
- Is secure and reliable because it is based on the card holder's verified identity
- Is extremely hard to fake, tamper with, or duplicate

It is the individual's responsibility to monitor when their PIV card will expire. The expiration date is listed on all types of PIV cards. A good rule of thumb is to start the renewal process about 45 business days before your card is set to expire.

When your PIV card is approaching its expiration date, here are a few tips to ensure your process goes smoothly.

1. Have your finger prints done one to two weeks prior to having your reissuance request submitted.
2. When your department Manager/Sponsor has entered your reissuance request, bring two forms of valid ID to the PIV Office (4N-101) to have your photo taken. Your PIV card will work as one ID if it has not expired.
3. Old Facility ID badges will need to be returned to the PIV office. The Federal Government recognizes the PIV badge as the only acceptable employee badge. The PIV office will ensure that it is destroyed properly.
4. The [fingerprint form](#) (VAF 10-2417) can be filled out prior to the visit to the PIV office.
5. Call the PIV Office at 612-467-4957 if you have any questions.