

Department of State

Personal Identification Card Policy and Procedures

BUREAU OF DIPLOMATIC SECURITY Domestic Operations



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PERSONAL IDENTIFICATION CARD POLICY AND PROCEDURES

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1. INTRODUCTION

This publication describes the requirements for the issuance of Department of State Personal Identification Cards (DoS Personal ID Cards) for access to DoS facilities and information systems. At this time, employees cannot use the DoS Personal ID Card for logical access (information systems). The Department will issue a separate Public Key Infrastructure (PKI) token card for PKI Biometrics for Logical Access Development Execution (BLADE) until the system upgrades are in place to allow use of the DoS Personal ID Cards for PKI/BLADE. Initially, the Bureau of Diplomatic Security, Assistant Director for Domestic Operations (DS/DO) will issue DoS Personal ID Cards at two domestic locations — the DS Identification Services (DSIS) Offices at the Harry S Truman Building (serves U.S. Government employees) and SA-1 Columbia Plaza (serves contractor employees). Domestic Operations will phase the program in at other domestic DSIS Offices and overseas posts. DS/DO will post current program information on this Web site as the program continues.

2. ELIGIBILITY

The Department will issue DoS Personal ID Cards to government and contractor employees who work at DoS facilities on a full or part-time basis and require frequent and recurring access to DoS facilities, or information systems. The Department defines frequent and recurring access as visits that occur eight (8) or more times per month. Non-U.S. citizens are eligible with a written request letter from a sponsoring office.

3. APPLICATION SERVICES

Domestic Operations will issue DoS Personal ID Cards in the following circumstances:

- A. New Issuances
- B. Existing Employees (phase-in of new cards)
- C. Lost, Stolen, Compromised, or Damaged Cards
- D. Personal Identity or Security Clearance Change
- E. Renewals

3.1. DSIS DOS PERSONAL ID SERVICE LOCATIONS

In the Washington, DC metropolitan area, DSIS provides DoS Personal ID services in two (2) locations:

For Government employees: Harry S Truman Building (Main State)
Room B266
2201 C Street, NW
Washington, DC 20520
Hours of Operation: Weekdays — 9:00 AM to 4:00 PM

For all others: Columbia Plaza
2401 E Street, NW
Washington, DC 20037
Hours of Operation: Weekdays — 9:00 AM to 4:00 PM

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4. ACCEPTABLE APPLICANT IDENTIFICATION

All applicants must present two (2) forms of identity source documents in their original form. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 1115-0136, Employment Eligibility Verification. At least one document shall be a valid State or Federal government picture identification (ID), not expired. (See Attachment 1.)

The Department will refuse an identity source document that does not reasonably represent the applicant presenting it. For example, mutilated, faded, or aged identification that precludes a determination that the applicant presenting the identification matches the visual representation, or the applicant information on the identification is unreadable, the Department will reject the identification for use as an accepted form of identification.

5. ADDITIONAL REQUIREMENTS FOR VENDORS

In addition to the identification requirements of paragraph 4., the sponsoring DoS office must provide a memorandum to the Office Director at Diplomatic Security, Assistant Director for Domestic Operations, Office of Domestic Facilities Protection (DS/DO/DFP) justifying the issuance of a DoS Personal ID Card. Vendors are defined as UPS, FedEx, supply company, water company, and small couriers. The Office Director will then approve, or disapprove the request.

6. SECURITY BRIEFING REQUIREMENT FOR CLEARED EMPLOYEES

Before receiving a DoS Personal ID Card, all State Department personnel (including direct hires, Personal Services Contractor (PSC), While-Actually-Employed (WAE) and new-hire contract employees) must attend a mandatory security briefing. Diplomatic Security, Office of Information Security, Programs Applications Division (DS/IS/APD) will provide attendees with a memorandum confirming their attendance to present to the DSIS office. DS/IS/APD publishes the DoS Security Briefing Schedule via Department Notices.

7. PROCEDURES FOR INITIAL ISSUANCE OF DOS PERSONAL ID CARDS

7.1. DOS GOVERNMENT EMPLOYEES (GS, FS, PSC, AND WAE) WITH A VALID SECURITY CLEARANCE

- A. An authorized DoS government enrollment sponsor (Human Resources Office designated as a DoS hiring authority) shall complete and sign an original form DS-1838, Version 5-2002 (DoS Request for Building Pass Identification Card). The DS-1838 is valid for five (5) business days after the date of the enrollment sponsor's signature.
- B. The applicant shall hand carry the original DS-1838 and a Security Briefing Memorandum certified by DS/IS/APD to the DSIS office located in Room B-266 of the Harry S Truman building, telephone number (202) 647-0316.
- C. All DoS employees must possess a valid security clearance, or a "No Objection" clearance granted prior to the issuance of a DoS Personal Identification Card. Employees processed by the Bureau of Diplomatic Security for assignment to specifically designated Sensitive But Unclassified (SBU) positions receive "No Objection" designations. Employees without a security clearance, or No Objection designation must obtain a "WAIVER" from the Bureau of Diplomatic Security, Office of Security Infrastructure, Office of Personnel Security and Suitability (DS/SI/PSS).

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D. DSIS personnel shall verify the employee's clearance is current before issuance of a DoS Personal Identification Card. If DSIS cannot confirm an employee's clearance at the time of issuance, DSIS cannot process the application.

E. To determine the status of a security clearance contact: DS/SI/PSS at (571) 345-3700.

7.2. DOS CONTRACTOR EMPLOYEES

The Department has a wide array of contractor employees requiring access to the Department's facilities and information systems, each having unique vetting processes and varied points of entry into the DoS organization. The following paragraphs serve to identify these contractor employees based on their level of vetting, point of entry into the Department, and physical/logical access needs. Attachment 2 summarizes this information and provides a paragraph reference for each type of contractor employee.

7.2.1. DOS CONTRACTOR EMPLOYEES WITH A VALID NATIONAL SECURITY CLEARANCE, PUBLIC TRUST DETERMINATION, OR NO OBJECTION DESIGNATION

A. Refer to paragraph 7.2.1.1 for contractor employees possessing a Personnel Security Clearance requiring DoS Personal ID Cards when contract performance requires contractor employees to:

1. Perform on-site in domestic facilities (i.e., facilities located in the U.S., its territories, or possessions); or
2. Access DoS information systems, on-site or remotely. This includes contractor employees who only access DoS information systems from a remote location where Smartcard logon is a requirement; and
3. Possess a personnel security clearance.

B. Refer to paragraph 7.2.1.2 for contractor employees possessing National Security Investigations/Public Trust Determinations requiring DoS Personal ID Cards on contracts designated as sensitive but unclassified (SBU) or classified, where the DoS conducts all investigations for personnel security clearances or public trust determinations and contract performance requires contractor employees to:

1. Perform on-site in domestic facilities (domestic facilities are those facilities located in the U.S., its territories, or possessions); or
2. Access DoS information systems, on-site or remotely. This includes contractor employees that only access DoS information systems from a remote location where Smartcard logon is a requirement; and
3. Possess a DoS personnel security clearance or DoS public trust determination.

7.2.1.1. CONTRACTOR EMPLOYEES POSSESSING A PERSONNEL SECURITY CLEARANCE

A. To obtain Department of State Identification, the Contractor shall submit the following documents to the Bureau of Diplomatic Security, Office of Information Security, Industrial Security Division (DS/IS/IND):

1. A Visitor Authorization Request (VAR) in accordance with paragraph B.;
2. The contractor employee's Joint Clearance and Access Verification System (JCAVS) Person Summary. Facility Security Officers (FSO) may obtain and

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- print the JCAVS Person Summary using their Joint Personnel Adjudication System (JPAS) account; and
3. Information for personal identity verification in accordance with Homeland Security Presidential Directive-12 (HSPD-12); Office of Management and Budget (OMB) guidance M-05-24; and Federal Information Processing Standards Publication (FIPS PUB) 201, in accordance with paragraph D).
- B. The Visitor Authorization Request shall contain the following information:
1. Contractor employee's full name, social security number, date of birth, and place of birth (state or country);
 2. Contractor's company name and address;
 3. Contractor employee's security clearance level;
 4. Date the clearance was granted and date of investigation;
 5. Name of the Contractor's FSO;
 6. Contracting Officer's Representative (COR); and
 7. Contract number.
- C. The DoS requires that VAR submissions occur annually and shall not exceed a 12-month authorization. Contractors may submit annual renewal VARs for subsequent years (post-identity proofing) by fax to (571) 345-3000.
- D. For Personal Identity Verification, the Contractor shall provide the following:
1. A passport type photograph of the contractor employee. The passport type photograph shall meet the requirements set forth by the DoS, Bureau of Consular Affairs. Specifications are posted at <http://travel.state.gov>.
 2. Two (2) forms of identification as described in paragraph 4.
 - The documents must be color scanned in their original size at not less than 200dpi and printed on bright white paper.
 3. Two full sets of fingerprints. Contractors shall use FBI fingerprint card FD-258 (Rev. 5-11-99) for fingerprint submissions.
- E. Due to the sensitivity of the identity documents included in the submission for the initial issuance of Department of State Identification, the Contractor shall send the documents via a delivery service such as FedEx, UPS, DHL, etc. Please **do not** send via the United States Postal Service. Deliver to:
- Department of State
ATTN: DS/IS/IND - VAR
1801 North Lynn Street
SA 20, 13th Floor
Rosslyn, VA 22209
- F. When notified by DS/IS/IND, the Contractor shall instruct the contractor employee to hand-carry the following required documentation to the appropriate DS issuance office:
1. DS-1838, Request for Building Pass Identification Card;
 2. Security Briefing Memorandum (see paragraph 6); and
 3. The original two (2) forms of identification presented in paragraph D. 2.

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7.2.1.2. CONTRACTOR EMPLOYEES POSSESSING NATIONAL SECURITY INVESTIGATION/PUBLIC TRUST DETERMINATIONS CONDUCTED BY DOS

- A. To obtain Department of State Identification, the Contractor shall submit the following documents to the Bureau of Diplomatic Security, Office of Information Security, Industrial Security Division (DS/IS/IND).
1. For U.S. citizen employees:
 - The SF85P and SF85P-S Questionnaire for Public Trust Positions; or the SF86 for National Security Positions, as applicable. The contractor employee shall use the Office of Personnel Management's (OPM) Electronic Questionnaire for Investigations Processing (e-QIP);
 - Two full sets of fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99);
 - DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports. Contractors may obtain this form from DS/IS/IND via mail or facsimile;
 - e-QIP generated Investigation Request and Certification;
 - e-QIP generated Authorization for Release of Information;
 - e-QIP generated Authorization for Release of Medical Information; and
 - Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport.
 2. For non-U.S. citizen employees:
 - Non-U.S. citizens without U.S. issued Social Security Numbers (SSN) cannot submit the standard forms SF85P, or SF85PS using the e-QIP. Contractor employees without SSNs shall submit the required questionnaires in original paper form to DS/IS/IND. Foreign nationals shall provide information concerning the visa used for entry to the United States (visa number, issuance location, issuance date) in the "Continuation Space" on the background investigation form;
 - Acceptable Department of Homeland Security credentials to prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the Contractor shall provide the following:
1. A passport type photograph of the contractor employee. The passport type photograph shall meet the requirements set forth by the DoS, Bureau of Consular Affairs. Specifications are posted at <http://travel.state.gov>;
 2. Two (2) forms of identification as described in paragraph 4.
 - The documents must be color scanned in their original size at not less than 200dpi and printed on bright white paper.

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- C. Due to the sensitivity of the identity documents included in the submission for the initial issuance of Department of State Identification, the Contractor shall send the documents via a delivery service such as FedEx, UPS, DHL, etc. Please **do not** send via the United States Postal Service. Deliver to:

Department of State
ATTN: DS/IS/IND - VAR
1801 North Lynn Street
SA 20, 13th Floor
Rosslyn, VA 22209

- D. When notified by DS/IS/IND, the Contractor shall instruct the contractor employee to hand-carry the following required documentation to the appropriate DS issuance office:
1. DS-1838, Request for Building Pass Identification Card;
 2. Security Briefing Memorandum for cleared contractor employees (see paragraph 6); and
 3. The original two (2) forms of identification presented in paragraph B. 2.

7.2.2. UNCLEARED CONTRACTOR EMPLOYEES

- A. Refer to paragraph 7.2.2.1 for uncleared contractor employees requiring DoS Personal Identification on contracts that require contractor employees to:
1. Perform on-site in Department of State facilities in Washington, DC and the surrounding metropolitan area;
 2. Access DoS information systems; and
 3. The contract does not require a national security investigation or public trust determination.
- B. Refer to paragraph 7.2.2.2 for uncleared contractor employees requiring DoS Personal Identification on contracts that require contractor employees to:
1. Perform on-site in a remote, non-Washington, DC metropolitan area facility;
 2. Access DoS information systems; and
 3. The contract does not require a national security investigation or public trust determination.
- C. Refer to paragraph 7.2.2.3 for uncleared contractor employees requiring DoS Personal Identification on contracts that require contractor employees to:
1. Perform on-site in a Washington, DC metropolitan area domestic facility;
 2. Does not require access to DoS information systems, on-site or remotely; and
 3. The contract does not require a national security investigation or public trust determination.
- D. Refer to paragraph 7.2.2.4 for uncleared contractor employees requiring DoS Personal Identification on contracts that require contractor employees to:
1. Perform on-site in a remote, non-Washington, DC metropolitan area domestic facility;
 2. Does not require access to DoS information systems, on-site or remotely; and

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3. The contract does not require a national security investigation or public trust determination.

7.2.2.1. CONTRACTOR EMPLOYEES — WASHINGTON, DC METROPOLITAN AREA — REQUIRING PHYSICAL/LOGICAL ACCESS

- A. To obtain DoS Personal Identification, the contractor employee shall appear in person at the Diplomatic Security Identification Services (DSIS), Columbia Plaza, 520 23rd Street NW, Washington, DC, telephone (202) 663-3093, with the listed documents in their original form:
 1. DS-1838, Request for Building Pass Identification Card signed by an authorized DoS government sponsor (good for five [5] business days from date of signature);
 2. Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport;
 3. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials to prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the Contractor shall provide two (2) forms of identification as described in paragraph 4.
- C. For initial issuance of Department of State Personal Identification, DSIS shall perform a suitability check of the contractor employee. The conduct of this check takes approximately five (5) days. For the initial suitability check, the contractor employee shall provide the following:
 1. A completed and signed SF-85P, Questionnaire for Public Trust Positions; and
 2. DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports.
- D. DSIS shall collect a full set of the applicant's fingerprints using an electronic device, or two full sets of inked fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99).
- E. While waiting for the initial approval from DoS, the contractor employee (U.S. citizens only) shall complete and submit the SF-85P Questionnaire for Public Trust Positions using the Office of Personnel Management's (OPM) Electronic Questionnaire for Investigations Processing (e-QIP). The electronic submission is necessary for the conduct of a National Agency Check conducted by DS/SI/PSS.
- F. DoS shall notify the contractor employee of the results of the initial suitability check. If the check is favorable, the contractor employee shall again appear in person for issuance of Department of State Personal Identification. At issuance, the contractor employee shall present the following documentation:
 1. The original two (2) identity documents provided in paragraph B.;
 2. e-QIP generated Investigation Request and Certification (U.S. citizens only);
 3. e-QIP generated Authorization for Release of Information (U.S. citizens only); and
 4. e-QIP generated Authorization for Release of Medical Information.

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7.2.2.2. CONTRACTOR EMPLOYEES — DOMESTIC DOS FACILITIES, NON-WASHINGTON, DC METROPOLITAN AREA — REQUIRING PHYSICAL/LOGICAL ACCESS

- A. To obtain Department of State Personal Identification, the contractor employee shall appear in person at the designated Field Issuance Office with the listed documents in their original form:
 - 1. Original DS-1838, Request for Building Pass Identification Card signed by the Regional Director or Special Agent in Charge (good for five (5) business days from date of signature);
 - 2. Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport;
 - 3. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials to prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the Contractor shall provide two (2) forms of identification as described in paragraph 4.
 - 1. The documents must be color scanned in their original size at not less than 200dpi and printed on bright white paper.
- C. The Site Security Manager, or Unit Security Officer at the designated Field Issuance Office shall obtain the following from the contractor employee:
 - 1. A digital photograph of the contractor employee with a resolution of 300dpi in .jpg format, and the size of 3.5cm x 3.5cm (1 3/8" x 1 3/8") on a light-blue background;
 - 2. A completed and signed SF-85P, Questionnaire for Public Trust Positions;
 - 3. DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports; and
 - 4. Full set of fingerprints using an electronic device, or two full sets of inked fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99).
- D. For initial issuance of Department of State Personal Identification, DoS shall perform a suitability check of the contractor employee. The conduct of this check takes approximately five (5) days.
- E. While waiting for the initial approval from DoS, the contractor employee (U.S. citizens only) shall complete and submit the SF-85P Questionnaire for Public Trust Positions using the Office of Personnel Management's (OPM) Electronic Questionnaire for Investigations Processing (e-QIP). The electronic submission is necessary for the conduct of a National Agency Check conducted by DS/SI/PSS.
- F. DoS shall notify the contractor employee of the results of the initial suitability check. If the check is favorable, the contractor employee shall again appear in person at the designated Field Issuance Office for issuance of the Department of State Personal Identification. At issuance, the contractor employee shall present the following documentation:

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1. The original two (2) identity documents as required in paragraph B);
2. e-QIP generated Investigation Request and Certification (U.S. citizens only);
3. e-QIP generated Authorization for Release of Information (U.S. citizens only);
and
4. e-QIP generated Authorization for Release of Medical Information.

7.2.2.3. CONTRACTOR EMPLOYEES — WASHINGTON, DC METROPOLITAN AREA — REQUIRING PHYSICAL ACCESS ONLY

- A. To obtain Department of State Personal Identification, the contractor employee shall appear in person at the Diplomatic Security Identification Services (DSIS), Columbia Plaza, 520 23rd Street NW, Washington, DC, telephone (202) 663-3093 with the listed documents in their original form:
1. DS-1838, Request for Building Pass Identification Card signed by an authorized DoS government sponsor (good for five (5) business days from date of signature);
 2. Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport;
 3. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials to prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the Contractor shall provide two (2) forms of identification as described in paragraph 4.
- C. For issuance of Department of State Personal Identification, DoS shall perform a suitability check of the contractor employee. The conduct of this check takes approximately 5 days. For the suitability check, the contractor shall provide the following:
1. A completed and signed SF-85P, Questionnaire for Public Trust Positions; and
 2. DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports.
- D. DSIS shall collect a full set of the applicant's fingerprints using an electronic device, or two full sets of inked fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99).
- E. DoS shall notify the contractor of the results of the suitability check. If the check is favorable, the contractor employee shall again appear in person for issuance of Department of State Personal Identification. At issuance, the contractor employee shall present the original two (2) identity documents provided in paragraph B.

7.2.2.4. CONTRACTOR EMPLOYEES — DOMESTIC DOS FACILITIES, NON-WASHINGTON, DC METROPOLITAN AREA — REQUIRING PHYSICAL ACCESS ONLY

- A. To obtain Department of State Personal Identification, the contractor employee shall appear in person at the designated Field Issuance Office with the listed documents in their original form:

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1. DS-1838, Request for Building Pass Identification Card signed by the Regional Director or Special Agent in Charge (good for five (5) business days from date of signature);
 2. Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport;
 3. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials to prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the Contractor shall provide two (2) forms of identification as described in paragraph 4.
1. The documents must be color scanned in their original size at not less than 200dpi and printed on bright white paper.
- C. The Site Security Manager, or Unit Security Officer at the designated Field Issuance Office shall obtain the following from the contractor employee:
1. A digital photograph of the contractor employee with a resolution of 300dpi in .jpg format, and the size of 3.5cm x 3.5cm (1 3/8" x 1 3/8") on a light-blue background;
 2. A completed and signed SF-85P, Questionnaire for Public Trust Positions; and
 3. DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports.
- D. DSIS shall collect a full set of the applicant's fingerprints using an electronic device, or two full sets of inked fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99).
- E. For issuance of a Department of State Personal Identification, DoS perform a suitability check of the contractor employee. The conduct of this check takes approximately five (5) days.
- F. DoS shall notify the contractor of the results of the suitability check. If the check is favorable, the contractor employee shall again appear in person at the designated Field Issuance Office for issuance of Department of State Personal Identification. At issuance, the contractor employee shall present the original two (2) identity documents required in paragraph B.

7.2.3. CONTRACTOR EMPLOYEES –TRAVELING TO DOS LOCATIONS OVERSEAS

- A. The Contractor shall obtain Department of State Identification for all such employees performing under this contract. Overseas, the Regional Security Office (RSO) shall issue Department of State Identification.
- B. Contractor employees shall submit the appropriate documentation to obtain Department of State Identification as specified in the contract.
- C. Contractor employees traveling to overseas DoS facilities from domestic locations shall have two (2) forms of identification as described in paragraph 4 available upon arrival at Post overseas.

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- D. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials to prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- E. The Contractor shall return all Department of State Identification to the RSO upon separation of the employee, expiration or termination of the contract, or as directed by the RSO.

7.3. OTHER U.S. GOVERNMENT AGENCY PERSONNEL

7.3.1. PERSONNEL WITH A VALID SECURITY CLEARANCE

- A. The DoS sponsor responsible for the U.S. Government employee informs the employee's agency to submit their security clearance information to DS/SI/PSS at least five working days before the required issuance date.
- B. The DoS sponsor shall complete a form DS-1838. The DS-1838 is valid for five business days after the date of the sponsor's signature.
- C. Prior to issuance of Department of State Personal Identification, the DoS shall verify an employee's identity in compliance with Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201. For PIV purposes, the employee shall provide two (2) forms of identification as described in paragraph 4.
- D. For questions regarding the passing of security clearances contact the DS Certification Unit at DSPSSCertTeam@state.gov voice: (571) 345-3700; Fax: (571) 345-3150.
- E. Other U.S. Government employees, or contractor employees that do not possess a valid personnel security clearance are not eligible for DoS Personal Identification.

7.4. MEMBERS OF THE PRESS

Pursuant to DoS regulations in, Section 1, 22 CFR 9b, the Bureau of Public Affairs, Office of Press Relations located in Room 2109, Main State, telephone number (202) 647-2492 shall process all requests for the issuance of DoS Personal ID Cards to media correspondents. Members of the press shall submit the DS-1838 and DSP-97 (USDOS building access application, rev. 03-1998), a letter from their press organization, embassy letter (foreign press), two forms of identification as described in paragraph 4, and a request memorandum from the Bureau of Public Affairs to the DSIS office, 520 Columbia Plaza.

**8. EXISTING DOS GOVERNMENT AND CONTRACTOR EMPLOYEES
(CLEARED)**

Any DoS government or contractor employee who has lost his/her DoS Personal ID Card, whose Dos Personal ID has been stolen, who require a name change on his/her DoS Personal ID Card, or who require a DoS Personal ID renewal must provide (2) forms of identity source documents as described in paragraph 4, a DS-1838, and have his/her fingerprints verified against the fingerprints on file with DS at the DSIS office prior to receipt of a DoS Personal ID Card. Uncleared contractor employees who require a DoS Personal ID renewal must follow the guidelines for initial issuance of DoS Personal ID in accordance with paragraph 7.2.2.

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9. ADDITIONAL REQUIREMENTS FOR LOST OR STOLEN DOS PERSONAL ID CARDS

- A. All DoS Personal ID Card holders shall immediately report lost or stolen identification by calling the Security Control Center at (202) 647-4418 during duty hours, which are 7:00am thru 5:00pm EST or (202) 647-0099 after duty hours. Additionally, the ID Card holder shall also report lost or stolen identification to their Regional Security Officer (RSO) or Unit Security Officer (USO).
- B. If the DoS Personal ID Card holder suspects the theft of his/her DoS Personal ID Card occurred outside of the Department, the holder shall report the theft with the police department in that jurisdiction. For theft suspected to have occurred on DoS property, the holder shall notify DS/DO, the RSO, or USO.
- C. The employee shall submit a letter through his/her supervisor explaining the loss or theft of the DoS Personal ID Card and the steps taken to recover the identification. The holder shall provide a copy of this letter to DS/DO, and the RSO, or USO before reissuance of their DoS Personal ID Card.

Note: An employee whose negligence results in the loss or theft of a DoS Personal ID Card is subject to administrative action.

10. REISSUANCE DOS PERSONAL ID CARDS DUE TO INOPERABILITY/DAMAGE

In the event a cardholder's DoS Personal ID fails to operate, or becomes damaged, the cardholder should report to the DSIS office for a replacement. DSIS shall verify the cardholder's fingerprints against the fingerprints on file with DS prior to reissuance of a DoS Personal ID Card.

11. REISSUANCE OF DOS PERSONAL ID CARDS DUE TO A CHANGE IN PERSONAL IDENTITY — NAME CHANGE/CHANGE IN SECURITY CLEARANCE

- A. The Executive Office of the sponsoring bureau must request a replacement DoS Personal ID Card reflecting any change in clearance, employment status, or building access requirements.
- B. All HR and DS Security databases must reflect the change as applicable.
- C. The DoS executive office responsible for the employee should complete a form DS-1838. The DS-1838 is valid for five business days after the date of the sponsor's signature.
- D. The employee should hand carry the completed DS-1838, and proof of the change (legal court documentation) defining the required modification of the DoS Personal Identification to room B266 of the Harry S Truman building, telephone number (202) 647-0316 for government employees or to 520 Columbia Plaza, telephone number (202) 663-3093 for contract employees.
- E. The Applicant must also present two (2) forms of identification per paragraph (4.) of this document that also reflect the name change.
- F. DSIS will re-verify clearances and building access suitability status before replacing the DoS Personal ID Card.

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12. REMOTE ISSUANCE OF DOS PERSONAL ID CARDS — PASSPORT/FIELD OFFICES

DS has established the following procedures for the remote issuance of DoS Personal ID Cards at select Passport and Field Office locations:

- A. The DoS Sponsor must complete a DS Form 1838 (Request for Building Pass ID Card). The form is available on “e-Forms”.
- B. The Site Security Manager (SSM) or Unit Security Officer (USO) at Passport and Field Offices must take a digital photograph of the applicant. The resolution of the image should be 300 dpi x 300 dpi. The image format should be in .jpg format and the size should be 3.5 cm x 3.5 cm (1 3/8” x 1 3/8”) on a light-blue background.
- C. The SSM or USO shall submit the application package to Diplomatic Security Identification Services (DSIS) at Department of State, DS/DO/DFP/DSIS, SA1 Columbia Plaza, Room L309, 2401 E Street, N.W.
- D. The SSM or USO shall forward all Passport Agency employees applications to the Consular Affairs (CA) Main Office Secretary. Contact the CA Main Office Secretary at (202) 663-2457. CA will then forward the applications to DSIS.
- E. DSIS will process the application, produce the DoS Personal ID Card, and send a receipt via FedEx to the SSM or USO for issuance to the employee. The SSM or USO returns receipt by FAX or e-mail to DSIS.
- F. Upon issuance of the DoS Personal ID Card, DSIS will activate the card and send an ID Card PIN number (for access control card readers) to the SSM or USO for issuance to the employee.
- G. To obtain assistance in preparing application packages, capturing digital photographs, or to check on the status of a DoS Personal ID Card, or PIN, call (202) 663-3093.

13. USE, DISPLAY, AND PROTECTION OF DOS PERSONAL ID CARDS

Department of State employees and contractor employees shall adhere to all DoS regulations pertaining to the use, display, and protection of the DoS Personal ID Cards. 12 FAM 370 describes the proper use of DoS Personal ID. Improper use, or possession of DoS Personal ID Cards is subject to the penalties under 18 USC 499, 506, and 701 and the contractor employee may be subject to other DoS administrative procedures.

14. REVOCATION PROCEDURES

The Bureau of Diplomatic Security may revoke a DoS Personal ID Card at any time in conjunction with additional information not discovered during the preliminary records check, a pending administrative decision, security risk, or other reasons to protect life, property, or information as indicated in Section IV of this document and 41 CFR 101-20.

- A. U.S. Government Employees
 1. The Executive Office or official requesting revocation of a DoS Personal ID Card must contact DS/DO/DFP during business hours, which are 7:00am thru 5:00pm EST, at (202) 647-0003. For emergency revocation during non-business hours, contact the Watch Commander at (202) 647-0099 and provide justification.
 2. A memorandum addressed to the DFP Division Chief, Security Support Division (SSD) must follow within 24 hours of initial contact. The

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memorandum must justify the revocation and the requesting official must make a recommendation as to the continuing status of the DoS Personal ID Card cardholder: placement of the cardholder on a “banned”, never return list; or on a “barred”, may return after clearance by authorized authority.

B. Contractor Employees

1. The Contracting Officer Representative (COR), or Government Technical Monitor (GTM) requesting revocation of a DoS Personal ID Card must contact DS/DO/DFP during business hours, which are 7:00am thru 5:00pm EST, at (202) 647-0003. For emergent revocation during non-business hours, contact the Watch Commander at (202) 647-0099 and provide justification.
2. A memorandum addressed to the DFP Division Chief, Security Support Division (SSD) must follow within 24 hours of initial contact. The memorandum must justify the revocation and the requesting official must make a recommendation as to the continuing status of the DoS Personal ID Card cardholder: placement of the cardholder on a “banned”, never return list; or on a “barred”, may return after clearance by authorized authority.

15. DOS PERSONAL IDENTIFICATION CARD RETURN PROCEDURES

A. Government Employee Assigned to the Washington Metropolitan Area

1. Employees shall execute the checkout sheet provided by the Executive Office — Personnel Section of their assigned Bureau. Upon completion of the checkout sheet, the Bureau Executive Office shall take possession of the employee's DoS Personal ID Card. The Executive Office shall have the employee sign a Separation Statement (OF-109) and an Administrative Clearance Form (DS-8A) in their presence. The Executive Office shall then attach the DoS Personal ID Card to the OF-109 and DS-8A forms and forward them to the Program Manager, DS Office of Domestic Operations, Security Support Division, Systems Operations Branch (DS/DO/DFP/SO), Main State, Room B237 (TEL 7-4418). The Executive Office shall forward the DoS Personal ID Card in an expeditious manner to ensure the card is properly read out of the automated system.

B. Contractor Employee Assigned to the Washington Metropolitan Area

1. Contractor Employees shall return their DoS Personal ID Card to the COR, GTM, or Unit Security Officer. The COR, GTM, or Unit Security Officer shall take possession of the contractor employee's DoS Personal ID Card and have the contractor employee sign an Administrative Clearance Form (DS-8A) in their presence. The COR, GTM, or Unit Security Officer shall then attach the DoS Personal ID Card to the DS-8A form and forward them to the Program Manager, DS Office of Domestic Operations, Security Support Division, Systems Operations Branch (DS/DO/DFP/SO), Main State, Room B237 (TEL 7-4418). The COR, GTM, or Unit Security Officer shall forward the DoS Personal ID Card in an expeditious manner to ensure the card is properly read out of the automated system.

C. Return of DoS Personal ID Cards For Government/Contractor Employees Assigned Outside of the Washington Metropolitan Area

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1. The Executive Office, COR, GTM, or Unit Security Officer shall follow the procedures in paragraphs 8. A. and B.
 2. The Executive Office, COR, GTM, or Unit Security Officer shall return the DoS Personal ID Cards by registered mail to the Program Manager, Systems Operations Branch (DS/DO/DFP/SSD), US Department of State, Room B237 (TEL 202-647-4418), 2201 C Street NW, Washington DC 20520.
- D. In the event a former employee departs without relinquishing their DoS Personal ID Card, notify the Systems Operations Branch immediately.
- E. Failure to surrender DoS Personal ID Cards to DSIS may result in adverse action against U.S. Government employees, or denial of DoS Personal ID Cards for contracting companies or the individual contractor employee.

16. DENIAL AND NON-RENEWAL OF DOS PERSONAL ID CARDS

A. Criteria for Denying Issuance of DoS Personal ID Cards

The Bureau of Diplomatic Security may deny, or revoke DoS Personal ID Card based on background information that indicates a threat to persons, information, or property at DoS facilities.

- B. DS may refuse consideration to any person convicted within the last seven (7) years of a Part One, or Part Two offense as described in the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Handbook. See Attachment 4 for a list of these offenses.
- C. There is no time limit for homicide, crimes of violence (i.e., rape, robbery, assault with a deadly weapon), or drug trafficking convictions. DS may refuse consideration of an applicant convicted of three or more of any offense listed above, regardless of time. Should an FBI record check reveal an arrest without a disposition, it may be the responsibility of the applicant to obtain a certified court disposition from the respective jurisdiction prior to issuance of a DoS Personal ID Card.
- D. DS may refuse issuance of a DoS Personal ID Card to an applicant who knowingly or intentionally provides false information and/or omits information on the original application forms.
- E. DS may refuse issuance of a DoS Personal ID Card to any applicant who has not resided in the United States for at least seven (7) years, or has not completed a successful background investigation. In addition, when applicable, DS may refuse issuance of a DoS Personal ID Card to an applicant unable to produce a valid Department of Homeland Security, Immigration and Customs Enforcement DHS/ICE Employment Authorization Document (EAD) Card or a DHS/ICE authorized stamp recorded in a valid foreign passport authorizing employment in the U.S.

17. PRIVACY ACT REQUEST FOR DOS SECURITY RECORDS

To request information under the Privacy Act for DoS Security records, submit a memorandum in writing that provides your name, birth date, place of birth, current mailing address, and signature to:

Office of Information Programs and Services
A/ISS/IPS/RL/RC
U. S. Department of State, SA-2
515 22nd Street, NW
Washington, DC 20522-6001

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18. OTHER ORGANIZATION'S REQUIREMENTS

The following organizations must follow the requirements set forth in this manual. All aforementioned documents for government and contractor employees must pass through the applicant's agency security office for approval. These agencies must forward Clearances to Diplomatic Security for processing prior to issuance of DoS Personal ID Cards.

- A. Broadcasting Board of Governors (BBG)
- B. Trade and Development Agency (USTA)
- C. Overseas Private Investment Corporation (OPIC)
- D. Office of Taiwan

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19. ATTACHMENT 1 — FORM I9, OMB NO. 1115-0136, EMPLOYMENT ELIGIBILITY VERIFICATION

LISTS OF ACCEPTABLE DOCUMENTS

LIST A	OR	LIST B	AND	LIST C
Documents that Establish Both Identity and Employment Eligibility		Documents that Establish Identity		Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (<i>Form N-560 or N-561</i>) 3. Certificate of Naturalization (<i>Form N-550 or N-570</i>) 4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>Form I-94</i> indicating unexpired employment authorization 5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>Form I-151 or I-551</i>) 6. Unexpired Temporary Resident Card (<i>Form I-688</i>) 7. Unexpired Employment Authorization Card (<i>Form I-688A</i>) 8. Unexpired Reentry Permit (<i>Form I-327</i>) 9. Unexpired Refugee Travel Document (<i>Form I-571</i>) 10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (<i>Form I-688B</i>) 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>) 2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>) 3. 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 4. Native American tribal document 5. U.S. Citizen ID Card (<i>Form I-197</i>) 6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>) 7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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20. ATTACHMENT 2 — CONTRACTOR EMPLOYEE ISSUANCE PROCESS MATRIX

Contract Security Requirement	Location of Performance	DoS Access Requirements	Paragraph Reference
Cleared Contractors	All Domestic	Physical, logical, or both	7.2.1. A. 7.2.1.1.
Cleared, or Public Trust Position Contractors (DoS conducts investigation)	All Domestic	Physical, logical, or both	7.2.1. B. 7.2.1.2.
Uncleared Contractors	Domestic – Washington, DC Metro	Physical and logical	7.2.2. A. 7.2.2.1.
Uncleared Contractors	Domestic – Non-Washington, DC Metro	Physical and logical	7.2.2. B. 7.2.2.2.
Uncleared Contractors	Domestic – Washington, DC Metro	Physical only	7.2.2. C. 7.2.2.3.
Uncleared Contractors	Domestic – Non-Washington, DC Metro	Physical only	7.2.2. D. 7.2.2.4.
All Contractors traveling from domestic locations	Overseas Facilities	Physical, logical, or both	7.2.3.

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21. ATTACHMENT 3 — ACCEPTABLE DEPARTMENT OF HOMELAND SECURITY CREDENTIALS

- A. Unexpired foreign passport with an I-551 stamp as follows: “Temporary Evidence of Lawful Admission, valid until ___(date)____. Employment authorized;”
- B. Unexpired Employment Authorization Document (I-766);
- C. Alien Registration Receipt Card (I-151);
- D. Alien Registration Receipt Card (I-551);
- E. Temporary Resident Card (I-688);
- F. Employment Authorization Card (I-688A, or I-688B);
- G. Unexpired Re-Entry Permit (I-327);
- H. Unexpired Refugee Travel Document (I-527); or
- I. Unexpired foreign passport with a valid Arrival-Departure Record (I-94 or I-94A).

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**22. ATTACHMENT 4 — FBI UNIFORM CRIME REPORTING HANDBOOK
OFFENSES**

A. Part I Offenses:

1. Criminal Homicide
2. Forcible Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-theft (except motor vehicle theft)
7. Motor Vehicle Theft
8. Arson

B. Part II Offenses

1. Other Assaults
2. Forgery and Counterfeiting
3. Fraud
4. Embezzlement
5. Stolen Property: Buying, Receiving, Possessing
6. Vandalism
7. Weapons: Carrying, Possessing, etc.
8. Prostitution and Commercialized Vice
9. Sex Offenses
10. Drug Abuse Violations
11. Gambling
12. Offenses Against the Family and Children
13. Driving Under the Influence
14. Liquor Laws
15. Drunkenness
16. Disorderly Conduct
17. Vagrancy
18. Suspicion