



U.S. Department of Transportation
Federal Aviation Administration

U.S. Department of Transportation Federal Aviation Administration ID Proofing and Registration Privacy Act Statement

What is the Personal Identity Verification (PIV) Card?

You are being issued a PIV card that is one part of a system for protecting federal buildings, computers, applications, and data. This is a secure and reliable card based on your verified identity. It is extremely hard to fake, change, or duplicate. It is only issued by accredited employees. If you previously had a government badge, the PIV Card replaces your badge.

What is the Authority for the PIV Card Program?

Homeland Security Presidential Directive 12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors. The directive can be reviewed at: <http://csrc.nist.gov/drivers/documents/Presidential-Directive-Hspd-12.html>.

Why do I need a PIV Card?

Common to all federal agencies, the PIV card is a way for you to prove that you are who you claim to be. We issue PIV cards to reduce identity fraud, protect your privacy, save time, and improve security through a standardized process. As part of this process, the U.S. Government conducts a background investigation on you to decide whether you are suitable for your job and eligible to use the buildings, computers, applications and data. The investigation, along with information from the office that hired you, is used to verify your identity, create a PIV card for you, and create a record that you have been issued a card.

What Information Is Stored in the System About Me?

We keep the following information in our records: your full name, facial color photograph, two fingerprints, date of birth, home address, home phone number, your background investigation form, the results of your background check, the approval signature of the person who registers you in the system, your PIV card expiration date, the PIV card serial number, and copies of the documents you used to verify your identity, such as your driver's license or passport.

What Information is Stored on the PIV Card?

The card itself displays a digital color photograph of your face, your full name, agency, organization, a stripe for foreign nationals, card expiration date, card serial number, and an issuer identification number. The card also stores a Personal Identification Number (PIN), a unique identifier, a PIV authentication key, and two electronic fingerprints.

How Will My Information Be Used?

DOT and other agencies will use the information on the PIV card and may use some of the stored information about you when you access federal facilities, computers, applications, or data to prove your identity and your right of access. [Your information will be used after you leave DOT applications, or data to prove your identity and your discontinuance of access to DOT applications or data.] After you leave DOT we keep this information according to the National Archives General Records Schedule. After that time, if it is not needed for security reasons, or to investigate improper behavior, we destroy it.

Who Will See My Information?

Information about you that we store to issue you a PIV Card and run the program may be given without your consent permitted as the Privacy Act of 1974 (5 U.S.C. § 552a(b)) and to the appropriate government organization if your records show a violation or potential violation of the law; to the Department of Justice, a court, or other decision-maker when the records are relevant and necessary to a law suit; to a federal, state, local, tribal, or foreign agency that has records we need to decide whether to retain an employee, continue a security clearance, or agree to a contract; [to a Member of Congress or to Congressional Staff at your written request] to the Office of Management and Budget to evaluate private relief legislation; to agency contractors, grantees, affiliates, or volunteers, who need access to the records to do agency work and who have agreed to comply with the Privacy Act; to the National Archives and Records Administration for records management inspections; and to other federal agencies to notify them when your card is no longer valid.

System of records notices that pertain to this system are DOT/ALL 9 Identification Media Record Systems; DOT/ALL 13 Intranet activity and Access Records; DOT/FAA 815 Investigative Record System DOT/OST 035 Personnel Security Record System. A complete description of the routine uses has been published in the Federal Register and can be viewed at: <http://www.dot.gov/privacy/privacyactnotices/>

What Happens if I Don't Want a Card?

While there is no legal requirement to use a PIV Card, if you do not give us the full information we need, we may not be able to create your record and complete your identity check, or complete it in a timely manner. If you do not have a PIV card, you will be treated as a visitor when you enter a federal building. You will not have access to certain federal resources. If using a PIV card is a condition of your job, not providing the information will affect your placement or employee prospects.

Where Can I Get More Information About the PIV Card Program?

If you have questions or concerns about the use of your information, you may contact the FAA Privacy Officer Barbara Stance, 800 Independence Ave., SW; Washington DC 20591, (202) 267-1403 or email at Barbara.Stance@faa.gov. Further information is available on the FAA website at www.faa.gov/privacy/