

CUI

BPA F 5632.09e  
(04-2026)  
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U.S. DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA)

OMB Control  
Number: 1910-5188  
Expiration Date:  
XX/XX/XXXX

PERSONAL IDENTITY VERIFICATION (PIV) REQUEST

Information Sheet for Sponsorship of DOE Security Badge of LSSO

**DRAFT**

All fields are required.

**SUBMITTING INSTRUCTIONS:** Email to [PERSECRegistrar@bpa.gov](mailto:PERSECRegistrar@bpa.gov) or mail to the BPA PERSEC Registrar at mail-stop NNP-B1.

**A. APPLICANT DATA**

1. Full LEGAL Name (Last, First, Middle, Suffix) Name must match identification. | 2. Email Address

3. Complete Mailing Address | 4. Date of Birth (mm/dd/yyyy) | 5. Daytime Phone

6. Place of Birth (City, State, Country) | 7. U.S. Citizen Yes No If No, list country | 8. Dual Citizen Yes No If Yes, list country | 9. Social Security Number

10. Has the applicant previously been issued a DOE/BPA security badge? Yes No

11. Has the applicant ever been issued a security badge or smart credential by another Federal Agency? Yes No  
If yes, list the agency:

12. Was the applicant employed as a Federal Employee, Federal Contractor, or Military at any time within the last 36 months? If Yes, submit verifying documentation with this form (see instruction page for acceptable documents). Yes No

**B. CREDENTIAL PROCESSING DATA** (Sections B & C completed by HR Representative/COTR)

13. Employment Type (select all that apply) | 14. Type of Access Required for Position  
Federal Contractor New Converting Returning Upgrade Downgrade  
Apprentice Student Volunteer Detail Transfer  
Physical Access Only < 180 days (with BPA LSSO Badge issued)  
Physical Access Only > 180 days (with DOE Security Badge issued)  
Physical & Logical Access (with DOE Security Badge issued)

**Controlled Distribution** – filled out by BPA upon receipt  
Access is restricted to those with a Lawful Government Purpose and must be protected and marked when printed or distributed.  
Controlled by: Name/Agency/Org/Contact Info \_\_\_\_\_  
CUI Category: PRVCY Date: \_\_\_\_\_

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15. Applicant Position Title	16. Applicant Org Code	17. Applicant Manager's Name
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18. Applicant Duty Station	BPA HQ	Ross	Van Mall	Other
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**All Federal Applicants and Contractors**

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19. Type of Investigation	20. Sensitivity Level	21. Risk Level
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**Contractor Applicants Only**

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22. Contract Company Name	23. Contract Company Email Address	24. Company Phone
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**C. HR REPRESENTATIVE/COTR CONTACT INFORMATION**

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25. Date Request Submitted	26. HR Representative/COTR Name	27. Routing	28. Phone Number
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29. Request Contact Name (if applicable)	30. Routing	31. Phone Number
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## U.S. DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA) PERSONAL IDENTITY VERIFICATION (PIV) REQUEST Information Sheet for Sponsorship of DOE Security Badge of LSSO

OMB Control  
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### Instructions for using the PIV Request/Information Sheet for Sponsorship of DOE Security Badge or LSSO

NOTE: All fields on the form are required. Incomplete forms will be returned for completion or correction. Processing will be terminated if no action is taken or communication received from the applicant within 14 calendar days of PIV process initiation.

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#### Section A – Applicant Data

1. Enter Applicant's full legal name (Last, First, Middle). If no middle name, enter (NMN). If applicant has an initial only, enter (IO). Abbreviated names are not accepted. This is the name that will appear on the HSPD-12 credential (DOE Security Badge). Name must match the identification presented at the time of enrollment or PIV appointment.
2. Applicant's email address. Applicant must have or establish an email address for PIV processing.
3. Mailing address where the applicant will be receiving mail throughout the PIV process. Address must include complete city, state, and zip code.
4. Applicant's date of birth.
5. Phone number to best reach the applicant throughout the PIV processing.
6. City, State, and Country where the applicant was born.
7. Is applicant a U.S. citizen? If No, write the country of citizenship.
8. Is the applicant a dual citizen? If Yes, write the country of dual citizenship.
9. Applicant's social security number.
10. Has the applicant previously been issued a BPA Security Badge?
11. Has the applicant ever been issued a Smart Credential by BPA or another Federal agency? If Yes, list the agency.
12. Is the applicant a current or previous Federal Employee, Federal Contractor, or member of the Military with less than a 36-month break in Federal Service? Check "Yes" or "No". If selecting Yes, documentation such as a Leave and Earning Statement (LES), Personnel Action (SF 50), or Certificate of Release or Discharge from Active Duty (DD214) from the applicant must be included when submitting PIV Request. Documentation is required to verify that the break in Federal Service is less than 36 months.

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#### Section B – Credential Processing Data

13. Select Employment type. Check appropriate boxes to indicate all that apply to applicant.
14. Choose the type of access applicant will need in the performance of assigned duties.
15. Title of position the applicant is being considered for.
16. Organization code applicant is to be assigned to.
17. Name of BPA Manager who will oversee applicant's performance.
18. What will be the applicant's duty station? Check appropriate box or "Other" and write duty station.
19. For Federal applicant positions, list the type of investigation for Public Trust is required.
20. Level of sensitivity for position the applicant is being considered for (applies only to federal applicants).
21. Nature of Action for position the applicant is being considered for (applies only to federal applicants).
22. Name of contracted company applicant is working for (applies only to contractor applicants).
23. Email address of contracted company applicant is working for (applies only to contractor applicants).
24. Phone number of contracted company applicant is working for (applies only to contractor applicants).

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#### Section C – HR Representative/COTR Contact Info

25. Date the HR Representative/COTR submitted PIV/Credential Request.
26. Name of applicant's HR Representative/COTR.
27. Routing information of applicant's HR Representative/COTR.
28. Phone number of applicant's HR Representative/COTR.
29. Name of Request contact or alternate POC if applicable.
30. Routing information of contact or alternate POC.
31. Phone number of contact or alternate POC.

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**Privacy Act Statement:**

**Authority:** 42 U.S.C. 7101, *et seq.* and Homeland Security Presidential Directive 12 (HSPD-12).

**Purpose:** BPA will use this information to identity proof and register applicants and determine the suitability of issuance of a DOE Security Badge.

**Routine Uses:** We do not disclose your information to third parties without your consent, except to fulfill the purpose for collection or as legally required. Records may be disclosed to BPA employees and contractors as required to complete job duties. Additional disclosures are listed in DOE-63 and GSA/GOVT-7.

**Disclosure:** Providing information on this form is voluntary. However, failure to provide the information requested may result in the denial of a security badge.

**Paperwork Reduction Act Burden Disclosure Statement**

This data is being collected to ensure the security and safety of BPA employees, contractors, and facilities. The data you supply will be used by BPA Security to register applicants and initiate the PIV process for issuance of a DOE security badge. Public reporting burden for this collection of information is estimated to average .33 hours (20 minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining that 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 the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project (OMB control number 1910-5188), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (OMB control number 1910-5188), Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

The Paperwork Reduction Act (PRA) of 1995 requires each Federal agency to seek and obtain approval from the Office of Management and Budget (OMB) before undertaking a collection of information directed to 10 or more persons of the general public, including persons involved in or supporting the operations of Government-owned, contractor-operated facilities.

Submission of this data is required.