PIV Process Roadmap for Medicine / Surgery Trainees

1.) **Fingerprinting:** (Submit between **1-2** months prior to start of first rotation at the Iowa City VA)

   Bring one form of picture ID to Human Resources (Building 2, room 113) for fingerprinting. Fingerprints are captured from 8am to 4pm, Monday through Friday. It is important to fill out the fingerprinting documentation thoroughly and legibly. Please list your service (Medicine / Surgery), and your duty title (Medical Student / Resident / Fellow). Fingerprints are valid for only 120 days from the time of their capture, until the card has been issued to you. If you fail to complete all of the steps associated with the PIV process within the 120 day window you will be required to restart the process from the beginning.

2.) **Sponsorship:** (Occurs roughly 2 weeks after fingerprinting)

   Once your mandatory TMS training is complete, and your fingerprints have adjudicated, you will be sponsored in the PIV system. You will receive an email during this phase if clarification is needed on any of the information that was provided on the original fingerprint form.

3.) **Photo:** (Taken after being sponsored)

   Once you have been sponsored in the PIV system, you will receive an email asking that you return to Human Resources, (Building 2, room 113) with **two** forms of government-issued ID to have your photo taken. PIV photos are taken from 8am to 4pm, Monday through Friday.

4.) **PIV Card Pick-up:** (occurs immediately after photo and ID verification)

   Once your photo is taken, you will be instructed to go to the PIV Coordinator’s office where your PIV card will be printed (Building 2, room 113A). You will enter a **6-digit PIN number that you will need to remember.**

   You need to have your PIV badge in order to log into your VA accounts, so you should retrieve your PIV badge PRIOR to the scheduled CPRS training.