PIV Scheduler Tool
You are accessing a web application that exists outside of the Department of Veterans Affairs (DVA) Network. You will be asked to provide limited personal information in order to schedule an appointment to receive a Homeland Security Presidential Directive 12 (HSPD-12) Personal Identity Verification (PIV) Card.

**Authority:** In August of 2004 the President of the United States issued HSPD-12 mandating a common personal identification verification standard for federal employees and federal contractors. This directive requires that all federal agencies use a reliable, commonly accepted form of government identification that will enhance security, increase government efficiency, reduce identity fraud, and protect personal privacy. PIV cards will serve as the new VA identity verification badges and serve as the common government identity verification method for all VA administrations and VA offices.

**Purpose/ Routine Uses:** The federal contractor maintaining operation of this web site, on behalf of DVA, collects information for the purpose of scheduling an appointment for activities related to the DVA HSPD-12 PIV Cards (Issuance, Reissuance, Renewals, and Fingerprinting).

**Disclosure:** The federal contractor maintaining operation of this web site may not use the information collected for any purpose beyond its intended use. Furnishing this information is voluntary; however failure to provide this information may prevent the individual from receiving the benefit sought.

Please Accept the Terms and Conditions to Continue.
Create a PIV Applicant Account
NOTE: New Users have to click the blue text above the E-mail address field to create a new account.
Account Creation

NOTE: Trainees to select Organization - VHA
Account Creation
Applicant type: Select the option that relates to you

VA Appointment Scheduling for PIV Cards :: Applicant Account - Create Account Page

First Name: ____________________________ Last Name: ____________________________
E-mail Address: ____________________________ Phone Number: ____________________________
Password: ____________________________ Verify Password: ____________________________
Organization: ________-SELECT______ Applicant Type: ________-SELECT______

---SELECT---
---SELECT---
Employee
Contractor
Affiliate (non-employee/non-contractor)
Foreign National
Federal Emergency Response Official (FERO)

Passwords must contain 8-12 characters and at least one of each of the following types of characters:
UpperCase LowerCase Numeric SpecialCharacter
[!#$'^*()-+:;/?\,]{}<>"'@]
Account Creation Confirmation

User Account Created for Admin Tester (ed.mckay1@va.gov)
Dear Ed McKay,

Thank you for registration in the VA scheduling tool. Before you make an appointment you must ensure the following actions are completed in order for you to receive a VA ID Badge.

1. You must have the appropriate background check initiated or completed. For a PIV card, this means you must have at least a NACI initiated with OPM.
2. You must be enrolled into the PIV System by an accredited VA Sponsor* within your organization.
3. It is now a requirement to complete an updated Special Agreement Check (SAC), which must have been adjudicated favorably, prior to the reissuance or renewal of all Personal Identity Verification (PIV) cards. *This is usually your supervisor, manager, program coordinator, HR representative, or contracting officer (COR).

When you visit a PIV Card Issuance Facility you must bring two (2) forms of valid ID.

The link below will take you to a federally-approved list of acceptable forms of ID. If you do not bring the proper identification, you cannot receive a badge and you will have to re-schedule your appointment for a later date. Additionally, the name of the applicant in the card request must match the name exactly as printed on at least one of the identity documents.

Link: How To Get Your VA Badge

If you have any questions related to this email please see the contact information at the bottom of the page referenced here:

Tier-1 Help Desk Contact Information (at bottom of page)

Account Details for Review:

First Name: Ed
Last Name: McKay
E-Mail Address: ed.mckay@va.gov
Phone Number: (314) 894-5760
Organization: VHA
Applicant Type: Affiliate (non-employee/non-contractor)
Login Screen
Enter E-mail Address and Password

VA Appointment Scheduling for PIV Cards :: Applicant Account - Sign In Page

Welcome to the PIV Appointment Scheduling tool. This is where you will MAKE, MODIFY and CANCEL appointments for nearby VA facilities in support of PIV Card credential issuance activities.

The scheduling process is intuitive and easy to use. HELP is available in case you have any questions.

Please add "do.not.reply@va-piv.com" to your contacts list. This will ensure that you receive notification e-mails that might otherwise be filtered into Spam and Trash folders.

Click Here to Create a new PIV Card Applicant Account
(If This Is The First Time You Are Accessing This Website)

E-mail Address: 
Password: 

Sign-In

Forgot Your Password?
Welcome to the PIV Appointment Scheduling tool. This is where you will **MAKE**, **MODIFY** and **CANCEL** appointments for nearby VA facilities in support of PIV Card credential issuance activities.

The scheduling process is intuitive and easy to use. **HELP** is available in case you have any questions.

Please **add “do.not.reply@va-piv.com” to your contacts list.** This will ensure that you receive notification e-mails that might otherwise be filtered into Spam and Trash folders.

---

**We are adding VA PIV Facilities, and you currently are able to make an appointment at one of 48 facilities.**

Click on **Make Appointment** to find if your facility is available, and check periodically as we add facilities over the next few months.

**Full deployment will be completed by July 12, 2013.**
Select Zip Code to See Nearby Sites, or Select Specific Facility from Drop-menu.
Select Activity to Schedule from Drop-menu
Note that all Levels of PIV Badges are Called PIV Badge in Drop-menu.

**Before PIV & Non-PIV Badge Appointment**
- SACs must be adjudicated
- MTT completed/ROB signed
- Active Directory account established
- NACI initiated (if required)
- Trainee Sponsored in PIV Portal
- Show up with valid IDs for badge issuance

**For Remote Fingerprints**
You must provide your Facility SOI and SON numbers to the Trainee.
During fingerprinting they will be asked for those numbers.

**For Non-PIV Badges**
select appropriate action:
- New
- Re-issue
- Renewal
- Lost, Stolen or Damaged
Select Month and Day for Appointment
Select Time of Day for Appointment then Click CONTINUE Button
On-Screen Confirmation of Appointment. Click either CANCEL or CONFIRM

You will receive an email Confirming your appointment or Confirming your cancellation
Notice that an Appointment has been successfully confirmed.

You may now either Cancel the Appointment or Modify the Appointment.
Dear Ed McKay,

Your appointment is confirmed, please ensure any modifications to this appointment are made within 24 hours of scheduled date.

Facility: Newington VAMC
Appointment Type: Fingerprint
Date and Time: Wednesday, May 22, 2013 - 9:00
Confirmation Number: VK531662

Facility Address:
555 Willard Ave, Room 2C-1131
Newington, CT 06111

For directions, click here

Make sure that you have completed all “Applicant” requirements listed on the HSPD-12 Internet page prior to showing up for your scheduled appointment. See link below:


If all requirements are not met, we will not be able to assist you.

**NOTE FOR APPLICANTS AND SPONSORS IN THE REISSUANCE/RENEWAL PHASE:**
Once the reissuance process begins in the PIV System, the Applicants current card will not be usable for access to VA computer systems as the PKI certificates will be revoked until placed on the newly issued card. You do not have to be Sponsored when making your reissuance appointment but, you must be sponsored within at least one day of your scheduled appointment.

**SURVEY NOTE:** Once you have access to the VA network, and to assist us in providing you a better service, please take a minute to complete a survey by clicking on "PIV Schedule Tool Survey" link tab on left at the link below: