

# VETERAN SERVICE ORGANIZATIONS

## HOW TO OBTAIN A PIV BADGE AS A VSO

### OVERVIEW OF PIV PROCESS

#### **Step 1: Complete all mandatory Talent Management System (TMS) and Training, Response, Involvement, and Preparations of Claims (TRIP) training**

- TMS courses VA 10176 and VA 10203
- TRIP training material can be found at:  
<https://www.sep.va.gov/web/guest/faq>

#### **Step 2: Submit Required Forms**

- Certification of completion for TMS courses VA 10176 and VA 10203
- Certification of completion for TRIP training
- VA Forms: 306, 0344, and the Rules of Behavior
- PIV Information Form
- Accreditation letter

**After all required forms are submitted you will be sponsored, which allows you access to VA systems and establishes your VA email address**

#### **Step 3: Scheduling an Appointment for Fingerprinting and Photo (e-QIP background Check & PIV Index Fingerprinting)**

After you have been sponsored, you will receive instructions to schedule an appointment with your nearest PIV badging office to capture your biometrics (fingerprints and photo)

**Please Note: To ensure that there are no delays with your background investigation, you should call to schedule your appointment as soon as you are sponsored.**

#### **Step 4: Complete and Submit e-QIP Background Investigation**

**Please Note: To ensure that there are no delays with your background investigation, you should complete your EQIP questionnaire within 15 days of receipt.**

#### **Step 5: PIV Badge Pick-Up**

Before being issued your PIV badge, you will be asked to set a six digit personal identification number (PIN).

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