



# Do's and Don'ts for PIV and Non-PIV Card Holders



Congratulations on getting your VA PIV/Non-PIV card! By caring for and using your card with integrity, you have the satisfaction of knowing that you are protecting the security, identity and privacy of not only yourself but of every single person at VA, VA as a whole, and the Veterans we serve.

Please follow these important guidelines for the proper care and use of your card.

## DO

- ✓ Keep your PIV or Non-PIV card in the VA-issued electromagnetically opaque card holder when you're not using it
- ✓ Remember your personally selected 6 digit PIN
- ✓ Use your PIV or Non-PIV card for physical access to buildings/facilities and logical access to computers/information systems as required
- ✓ Treat your PIV or Non-PIV card with the same care you would give other identification credentials, such as your driver's license, credit card or social security card
- ✓ Keep your PIV or Non-PIV card with you at all times and display it above the waist when not in use
- ✓ Report a stolen or missing credential:
  - Within 24 hours or the next business day, report it to your local badging office
  - Coordinate with your PIV Sponsor to have PIV/Non-PIV card reissued

- ✓ Use your PIV or Non-PIV card to logon to the VA network
- ✓ Make an appointment with your badging office six weeks ahead of the expiration date to ensure you get your credential renewed in time
- ✓ Surrender your PIV or Non-PIV card when you resign, retire or end your affiliation with VA

## DON'T

- ✗ Don't write down your PIN anywhere
- ✗ Don't share your credential or PIN with anyone
- ✗ Don't alter the credential in any way (do not scratch it, bend it, make holes in it or attach anything to it)
- ✗ Don't wear your PIV or Non-PIV card in an MRI room or near MRI or similar magnetic devices
- ✗ Don't keep your PIV or Non-PIV card in anything other than the VA-issued electromagnetically opaque card holder
- ✗ Don't leave your credential unattended

*"The price of freedom is eternal vigilance."*

- Thomas Jefferson

I have read, understand, and agree to adhere to above information.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

