

## PIVCARD-ENABLED FACILITIES

Following is a list of DOJ facilities where PIVCards can be used. Your supervisor determines which of these facilities you can access.

### **Exterior and Interior Access**

- Main Justice Building (RFK)  
950 Pennsylvania Avenue, NW  
Washington, DC
- Bicentennial Building (BICN)  
600 "E" Street, NW  
Washington, DC
- Justice Data Center (JDC-W)  
1151-D Seven Locks Road  
Rockville, MD
- Liberty Square Building (LSB)  
450 Fifth Street, NW  
Washington, DC
- Patrick Henry Building (PHB)  
601 "D" Street, NW  
Washington, DC

### **Interior Access Only**

- 1800 "G" Street, NW  
Washington, DC
- 20 Massachusetts Avenue, NW  
Washington, DC
- WMO Fairlakes  
12801 Fairlakes Parkway  
Fairfax, VA

For the up-to-date list of DOJ PIVCard-compliant buildings, visit the PIVCard Applicant site: [dojnet.doj.gov/hspd12](http://dojnet.doj.gov/hspd12).

## OTHER DOJ COMPONENT FACILITIES

Because HSPD-12 mandates a Governmentwide standard for personal identity verification, each DOJ Component can have confidence that a PIVCard issued by another Component proves the cardholder's identity and authorization.

However, each Component still sets its own policies on access to its facilities and information systems for cardholders from other Components. If you need to visit another DOJ Component, contact them beforehand to learn their requirements for access.

## YOUR PRIVACY

DOJ is implementing its HSPD-12-compliant personal identity verification system in accordance with the spirit and letter of applicable privacy controls specified in Federal laws and policies.

DOJ prints the minimum amount of information on the PIVCard that is necessary to meet the requirements of HSPD-12. Digital information on the card is encrypted.

You can find detailed information on the PIV System privacy controls at [dojnet.doj.gov/hspd12](http://dojnet.doj.gov/hspd12).

## FOR MORE INFORMATION ABOUT YOUR DOJ PIVCARD, CONTACT:

JMD ID Section  
202-514-2314  
[ID.Section@usdoj.gov](mailto:ID.Section@usdoj.gov)

## Your DOJ PIVCard



## ABOUT THE DOJ PIVCARD

Homeland Security Presidential Directive 12 (HSPD-12) mandates that all Federal agencies issue new personal identity verification cards that meet a Governmentwide standard for security and reliability.

In compliance with HSPD-12, the Department of Justice is issuing “PIVCards” agency-wide.

Your PIVCard will be your primary facility access card. Over time, PIVCards also will be used to grant access to computers and other information systems.

PIVCards take one-to-two weeks to produce. You may have been given a temporary access card to use until your PIVCard was issued. Typically, you return this temporary card at PIVCard activation. However, your supervisor might instruct you to keep this card if you have escort privileges or need to access DOJ facilities that are not PIVCard-enabled.

## WHO MUST GET A PIVCARD?

Employees and contractors to whom DOJ grants access for six months or longer must get a DOJ PIVCard.

## WEARING YOUR PIVCARD

**PIVCards provide visual verification of identity – an essential element in our security.**

- Display your PIVCard on your person, above the waist, and on top of your outermost garment.
- Do not display your PIVCard when you are not in a Federally controlled facility.

## USING YOUR PIVCARD

There are two types of card sleeves:

- If you have the clamshell type sleeve, squeeze the tabs on the sleeve to open the clamshell. Hold your PIVCard flat against the reader. Do not move the card until you receive a signal that the card has been accepted.
- If you have any other type of sleeve, remove your PIVCard from the sleeve. Hold your PIVCard flat against the reader. Do not move the card until you receive a signal that the card has been accepted.

PIVCards encrypt data more securely than previously issued DOJ access cards, so authorization takes longer. If your PIVCard is not accepted after 30 seconds, contact the JMD ID Section (202-514-2314).

## STOLEN/LOST/DAMAGED PIVCARD

- Report a stolen PIVCard immediately by contacting your supervisor/COTR or Security Programs Manager AND the JMD ID Section (202-514-2314).
- Report a lost PIVCard immediately by contacting your supervisor/COTR or Security Programs Manager.
- If your PIVCard is damaged, take it to the JMD ID Section (RFK #1313) during regular business hours (9:30 am - 4 pm, Monday – Thursday, and 9:30 am - noon on Friday). They will assess the damage and issue a replacement card if necessary.
- If you forget your PIVCard, go to the Visitors Center for a temporary (one day only) card.

## RETURNING YOUR PIVCARD

If you cease working at DOJ, whether voluntarily or involuntarily, you must return your DOJ PIVCard to your Supervisor/COTR or Security Programs Manager before exiting on the last day you work.

## CARING FOR YOUR PIVCARD

**Because of enhanced security features, each PIVCard costs DOJ more than \$75 to produce.**

- Do not let anyone else carry, display, or use your PIVCard.
- Do not let anyone else know the PIN that you chose for your PIVCard.
- When not wearing your PIVCard, secure it as you would a government-issued laptop, PDA, or other device containing sensitive information.
- Do not use your PIVCard for anything other than the purpose for which we issued it to you.
- Do not punch holes in your PIVCard, affix anything to it, laminate it, bend it, or subject it to damaging elements, extreme temperature, direct sunlight, extreme shock, etc.
- When you activated your PIVCard, we gave you a special sleeve that prevents your PIVCard from being “read” electronically. Remove your PIVCard from this sleeve when you want the card to be read.
- Do not carry anything other than your PIVCard in the sleeve we gave you.