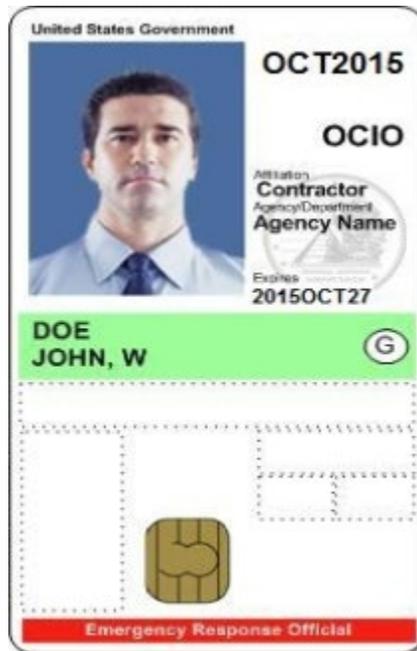


# USDA LINC PASS

## The Personal Identity Verification (PIV) Credential – is known as LincPass within USDA

Protecting and keeping government assets secure such as facilities, computers, or information systems, are a fundamental responsibility of government employees. To ensure consistent implementation across the federal government, Homeland Security Presidential Directive 12 (HSPD-12) was enacted. HSPD-12 provides for a new standardized federal identity credential that is designed to enhance security, reduce identity fraud, and protect the personal privacy of those issued government identification.



As a USDA employee you will receive several email messages at your Government email address from HSPD-12 over the course of your employment.

### Card Life Cycle

- Enrollment
- Card Pick-Up
- Activation

### Card Maintenance

- Required LincPass Certificate update at the 3-year mark
- Required LincPass Renewal at the 5-year mark
- Required LincPass Renewal at the 10-year mark

It is very important that you make an enrollment appointment for your LincPass as soon as you receive the message requesting that you do so. Appointments at enrollment stations nearest to you may be limited. If you have not received an email message from HSPD-12 by the end of your first work week, please contact: [lincpass.security@usda.gov](mailto:lincpass.security@usda.gov)

- Additional information about the LincPass life cycle can be found at: <https://lincpass.usda.gov/employeesApplicantSteps.html>
- Additional information about LincPass can be found at: <https://www.fedidcard.gov/>
- You can track the status of your LincPass by using the Linc Pass Tracker - <https://hspd12.usda.gov/lit>

# USDA LINC PASS

## **Linc Pass Email Message:**

\*\*\*\*PLEASE READ THIS MESSAGE IN ITS ENTIRETY. It contains important details on how to acquire your US Access identification credential.\*\*\*\*

Dear MICKEY M MOUSE,

Your information has been entered in the US Access system and you are now ready to enroll for your US Access credential for DEPARTMENT OF AGRICULTURE. There are 4 steps to complete prior to visiting an enrollment workstation to enroll for your credential.

### **STEP 1: Review Your Data**

Please review the following information to verify it is correct. If it is incorrect, please contact your Sponsor, WALT DISNEY, who will need to make any necessary changes. Your sponsor can be reached at [Walt.Disney@usda.gov](mailto:Walt.Disney@usda.gov). (Your Sponsor is typically the person who either informed you of your need for a USAccess credential, or who collected the personal information required to obtain your credential.)

First Name: MICKEY

Middle Name: MONROE

Last Name: MOUSE

### **STEP 2: Make an Appointment**

To learn how to make an appointment, visit the Credential Appointment page on the [USAccess Web site](#). Please schedule an appointment at and visit a USAccess Credentialing Center nearest to you. If your email system does not support URL links, simply copy this link and paste it into your web browser: <https://www.fedidcard.gov/>

To cancel or modify your appointment please refer to the directions in your appointment confirmation email.

### **STEP 3: What To Bring to Your Appointment**

Please bring two valid and non-expired forms of ID to enroll for your USAccess credential. Two forms are required to validate your identity, one of which must be a Government-issued photo ID.

NOTE: Your first and last names MUST match the names on the identity documents you submit for enrollment. To review a complete list of acceptable forms of identity documentation and policies regarding presentation of names on these documents, please go to the following link: <http://www.fedidcard.gov/viewdoc.aspx?id=109>.

### **Step 4: Check US Access Web site on Day of your Appointment**

We also recommend that you check the Service Advisory section titled "Credentialing Centers Closed" located at the top of the [USAccess Web site home page](#) on the day of your appointment to verify there are no service or centers issues that could affect your appointment. If your appointment is affected, you should receive an email asking you to reschedule, but you may also check the USAccess Web site as well. It has up to the minute information on credentialing center closings and system outages.