United States Department of Agriculture
Animal and Plant Health Inspection Service
Local Registration Authority Standards and Best Practices

An employee with LRA responsibilities must obtain the required training before acting as an LRA. The primary responsibility of the LRA is to validate the identity of USDA customers seeking access to the network via e-Authentication credentials.

A. STANDARDS

In order to validate a customer for a Level 2 Credential, the LRA MUST verify certain identifying information IN PERSON. To validate the customer, the LRA must:

1. **SEARCH** for the customer's name in the USDA e-Authentication database.

2. **VALIDATE** the customer's identity using one valid photo ID. Listed below are a few of the valid types of photo IDs or refer to the e-Authentication Web site for a comprehensive list of additional types of acceptable identification.

a. State Driver's License.

b. State Photo ID.

c. USA Military ID.

d. USA Passport.

e. Canadian Passport.

f. Canadian Provincial Driver's License.

Note: The ID must be current (not expired).

3. Using the Photo ID, **validate** that:

a. The First and Last names on the ID match those entered into the e-Authentication Level 2 online customer profile[1].

b. The Date of Birth (DOB) on the ID matches that entered into the e-Authentication Level 2 online customer profile.

c. The picture on the ID is a picture of the customer requesting Level 2 credential validation.

4. **ACTIVATE** the customer's credential to obtain access to Level 2 USDA Web applications.

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[1] *The customer's name must match exactly—nicknames are not permitted. If the names do not match, the LRA should ask the customer to update his/her profile or ID and return to the Service Center when the information is updated*.

B. BEST PRACTICES

1. Do NOT accept a non-Government issued photo ID card.

2. Do NOT validate a customer via telephone, fax, photocopy, or e-mail - even if he/she is an acquaintance.

3. Do NOT accept an expired ID card.

Note: Do NOT disclose your own e-Authentication User ID or password to anyone at anytime, including other staff members in your Agency.