

VA FORM 0711
REQUEST FOR PERSONAL IDENTITY VERIFICATION CARD (PIV)
INSTRUCTIONS

{Please complete the highlighted sections on the form electronically and fax to 216-522-3138}

Section I – Applicant Information
(Required Fields)

1. **Legal Name:** (including Full middle name) if you only have a middle initial, or no middle name please state so.
3. **Date of Birth**
4. **Social Security Number**
8. **Signature of Applicant**
9. **Date Signed**

Section II – Sponsor Verification
(Required Fields)

****For renewals, although the form states to be completed by Sponsor, complete the highlighted fields. ****

6. **Work E-Mail Address:** If you have a va.gov e-mail, place it here. If not, leave blank.

Part B – Type of Request and Employment Status

1. **Type of Request Check one:** New ID or Replacement for current PIV Card Holders.

Part E – Contractors, Affiliates, and Temporary Employment Information

1. **Employment Expiration Date/Contract End Date:** DOB + 2 years from today. Example; Your DOB is 06/24/1974= 06/24/2018. If your end date surpasses August 2018, you must use 2017. The PIV Systems do not go any further than August 2018 for expiration.
2. **Name of Firm or Company:** Example- Sandusky CVSO

Section III – Applicant Identity Verification

Part A – Background Check

2. **Fingerprints Capture Required:** Everyone will check “Yes”
3. **Sex:** M=Male, F=Female
4. **Race:** Please use one of the following codes:
W=White, B=Black, A=Asian, I=American Indian or Alaskan native, U=Unknown
5. **Height:** Feet and Inches
6. **Weight:** Pounds

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7. **Eye Color:** BLK=Black, BLU=Blue, BRO=Brown, GRN=Green, GRY=Gray, HAZ=Hazel, MAR=Maroon, PNK=Pink, MUL=Multiple, UNK=Unknown

8. **Hair Color:** BLK=Black, BLN=Blonde, BRO=Brown, RED=Red or Auburn, WHT=White, N=None

9. **Place of Birth:** City and State

****Please only fax pages 1 and 2****

If the application is incomplete or there are errors, I will contact you to resubmit.