

HSPD-12 “Day One” Credentialing Process Guide

Welcome to the GSA Credentialing Service! This document will help you learn what actions to take, where to go and what documents you will need to enroll for your Agency’s new HSPD-12 identification credential.

(1) Getting Started

You will begin the process by giving your personal information to your Agency Sponsor – this is the person who will enter your information into the system. You will need to provide demographic information, identification information, and either (1) proof of favorably adjudicated background investigation or (2) fingerprints and background information to begin a new background investigation.

(2) Visiting the Credentialing Center

Once your paperwork is completed by your Agency Sponsor and delivered, you will be contacted via email and notified of the enrollment center location and appointment time.



(3) What to Bring

To validate your identity at the HSPD-12 Credentialing Center, you will need **2 of the following documents, including 1 Government-issued Photo Identification:**

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (Form N-560 or N-561)
3. Certificate of Naturalization (Form N-550- or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached Form 1-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-1551)
6. Unexpired Temporary Resident Card (Form I-668)
7. Unexpired Employment Authorization Card (Form I-668A)
8. Unexpired Reentry Permit (Form I-327)
9. Unexpired Refugee Travel Document (Form I-571)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-668B)
11. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph
12. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph
13. School ID with photograph
14. Voter’s registration card
15. U.S. Military card or draft record
16. Military dependent’s ID card
17. U.S. Coast Guard Merchant Mariner Card
18. Native American tribal document
19. Driver’s license issued by a Canadian government authority
20. U.S. Social Security Card issued by the Social Security Administration
21. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
22. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
23. Native American tribal document
24. US Citizen ID Card (Form I-197)
25. ID Card for use of Resident Citizen in the United States (Form I-179)
26. Unexpired employment authorization document issued by DHS)

(4) What’s Next?

Once your identity is validated, the Registrar at the Credentialing Center will take your photograph, capture your fingerprints, and send your information to the central printing facility to have your new identification card created. Your card will be shipped to the Credentialing Center and you will be notified via email to pick up your card. You will need to verify your fingerprints before your card is activated and turned over to you.

For further information, please contact Hspd_12 MSO Coordinator Steve Duncan at stephen.duncan@gsa.gov.