

United States District Court for the District of Delaware

Employee Onboarding Information

Please provide the information requested below. Submit your completed form to:
Beth_Mason@ded.uscourts.gov.

Personal Information:

First Name: _____

Middle Name: _____

Last Name: _____ Suffix (i.e. Jr.): _____

Social Security Number: _____

Date of Birth (mm/dd/yyyy): _____

Gender: Male Female

Important! You must provide your legal name as it appears on your identification. You will be required to provide two official forms of documentation from the attached list, which match the name as provided above.

If you prefer to use a different first name for display on your computer, court e-mail address, phone directory, etc., please list it here: _____

Previous Federal Judiciary Experience:

1. I have never worked or volunteered for the Federal Judiciary.
2. I have worked or currently work for the Federal Judiciary in a paid position (i.e. clerkship).
3. I have volunteered/currently volunteer for the Federal Judiciary in an unpaid position (i.e. internship).

If you checked box #2 or #3, complete the following for your most recent Federal Judiciary position:

Name of Court: _____

Name of Human Resources Contact: _____

Start and End Dates: _____

Travel Credential:

New court employees will be issued a Facility Access Card (FAC). Your FAC will serve as your court identification and will also provide access to designated areas in the courthouse.

FOR COURT USE ONLY:

HRMIS Onboarding Complete

Badge request complete

PIV-I (FAC) Identity Proofing Requirements

During an in-person proofing process, all Applicants will complete and sign a Cardholder Agreement and present two valid identification documents as follows:

1. A *primary photo ID*, issued by the US Federal government or a US State government. The primary photo ID must be one of the following:
 - a1 US Federal Government Photo ID
 - a2 US Passport
 - a3 US Certificate of US Citizenship
 - a4 US Certificate of Naturalization
 - a5 US Military ID Card
 - b1 State-Issued Driver's License
 - b2 State-Issued Photo ID Card
2. A *secondary identity document*. The secondary ID document must be one of the following:
 - A different type of US photo ID from the list a1 through a5 above. (E.g., a US Federal Government ID and a US Passport are acceptable, but two US Federal Government Photo IDs are not.)
 - c1. US Social Security Card (issued by Social Security Administration)
 - c2. An original Birth Certificate, issued by a state, municipal or county agency, bearing an official seal.These requirements for PIV-I identity proofing are derived from two sources that are similar but not quite identical:

Source: PIV-I for NFI, v1.1, July 2010, Section 2.4.2.1 Identity Proofing. Page 10, which references SP 800-63: NIST SP 800-63 defines E-Authentication Assurance Level 4 identity proofing as:

- In-person appearance and verification of two independent ID documents or accounts, one of which must be a current primary government picture ID that contains the applicant's photograph and either their address of record or nationality (e.g. driver's license or passport), and a new recording of a biometric of the applicant at the time of application.
- The Registration Agent must inspect the primary Photo-ID and if apparently valid, compare picture to applicant, record ID number, address and date of birth (DOB). If available, a digital image of the Photo-ID shall be captured and stored.
- The Registration Agent must inspect secondary government ID or financial account, and if apparently valid, compare picture to applicant, record ID number, address and DOB, or verify financial account number supplied by applicant through record checks or through credit bureaus or similar databases, and confirm that: name, DOB, address, and other personal information