

## UPCS Inspector Personal Identify Verification (PIV) Processing

### Frequently Asked Questions (FAQs)

1. When will I receive my Contractor Request for Security Approval Packet?
  - **Inspectors will be contacted individually regarding beginning the PIV process.**
2. How will Contractor Security Packet be delivered?
  - **Inspectors will receive an email from [IAInspectorPIV@hud.gov](mailto:IAInspectorPIV@hud.gov).**
3. Am I required to submit PIV documentation if I have already completed a background check with another agency?
  - **Yes**
4. The HUD Rules of Behavior form states that it applies to all HUD employees and contractors hired on or after October 1, 2011. Does it apply to UPCS inspectors certified prior to October 1, 2011?
  - **Yes. UPCS inspectors certified prior to October 1, 2011, are required to complete the HUD Rules of Behavior form.**
5. Do inspectors have to complete the HUD Information Technology Security Awareness and Privacy Act training mentioned in the HUD Rules of Behavior?
  - **No.**
6. In USAccess, when making my enrollment appointment, who do I identify as my sponsoring agency?
  - **The Department of Housing and Urban Development**
  - **The office of Public and Indian Housing is the sub-agency (if requested)**
7. Where do I get location information to obtain fingerprints?
  - **Inspectors will receive instructions for scheduling an ENROLLMENT APPOINTMENT ONLY. These instructions will provide location information for USAccess Centers.**
  - **When scheduling the appointment Center Type should be Enrollment/Activation. You cannot schedule an appointment at a center designated as Activation Only. The center must also be a SHARED.**
8. Will I receive a PIV card upon completion of my enrollment appointment?
  - **No. However, you are required to take a photo during the enrollment appointment for identification in the USAccess system.**

9. When will I receive an ID badge?
- **Inspector ID badges will be issued by Inspector Administration upon completion of the PIV process. Inspectors will be required to submit an updated photo to Inspector Administration to be used for the new ID.**
10. Can I use my current inspector ID badge as a form of ID during my enrollment appointment?
- **No. You must bring 2 government issued forms of identification to your enrollment appointment.**
11. If I cannot complete my enrollment appointment by the stated deadline what do I do?
- **Send email notification to IA [InspectorPIV@hud.gov](mailto:InspectorPIV@hud.gov).**
12. Am I required to complete e-QIP as a part of the PIV process?
- **Yes. All inspectors must complete an e-QIP questionnaire and submit certified signature pages. Inspectors who do not submit the certified documents within the allowed timeframe will be reinitiated and have to recomplete the e-QIP.**
13. What will happen if I do not complete the PIV process?
- **If you do not complete the entire PIV process your inspector ID will be deactivated in the system and you will not be allowed to continue conducting inspections.**
14. What if I am found to be Unsuitable?
- **Anyone determined to be unsuitable as a result of the PIV process will not be allowed to continue participation in the UPCS Inspection Program.**