

Health and Human Services (HHS)

You have been authorized to receive one or more digital credentials (PKI certificates) associated with private and public key pairs. If you are receiving a HSPD-12 Access Card, these PKI certificates are contained on your HSPD-12 Access Card. If you are not receiving a HSPD-12 Access Card, these PKI certificates are being provided on portable media and you will need to transfer these certificates into approved HHS storage, e.g., browser of your workstation, desktop, laptop, etc. At a minimum, these key pairs enable you to electronically identify yourself for systems access. Additional key pairs may enable you to digitally sign documents and messages and perform encryption/decryption functions.

Acknowledgement of Responsibilities: I acknowledge receiving my HSPD-12 Access Card and/or digital certificates and will comply with the following obligations:

- I will accurately represent myself in all communications with the HHS issuing authorities, to include sponsor, authorizing official, enrollment officials, and issuance officials;
- I will comply with the instructions described to me today for selecting a Personal Identification Number (PIN) or other required method for controlling access to my private keys and will not disclose same to anyone, leave it where it might be observed, nor write it on the token itself;
- I will protect the contents of my HSPD-12 Access Card at all times, by treating my HSPD-12 Access Card as valuable personal property and keeping my PIN from disclosure as described above;
- I understand that if I receive key management (encryption/decryption) key pairs on my token, copies of the private keys have been provided to the key recovery database in case they need to be recovered; however, if I make additional copies of my certificates and private keys, I am responsible for protecting these copies and will store and protect them according to approved HHS policies and procedures;
- I will immediately notify the appropriate authority upon suspicion of loss or compromise (e.g. suspected or known unauthorized use, misplacement, etc.) of my HSPD-12 Access Card and/or disclosure of my PIN;
- I understand that my HSPD-12 Access Card and/or digital certificates may be placed on "suspension" per requirements of HHS and/or OPDIV. I understand that a suspension of the HSPD-12 Access Card and/or digital certificates will be for a maximum of 7 days before it becomes permanently revoked and must be re-issued.
- I will promptly advise the appropriate Registration Authority (RA) if any changes in my registration information and will respond to notices from the RA concerning my digital certificates; and
- Upon the termination of my relationship with the U.S. Government or upon demand by the appropriate authority, I will surrender the HSPD-12 Access Card and/or the digital certificates for revocation.
- I declare that under the penalty of perjury in accordance with 28.U.S.C. 1746 that the information provided is true and complete to the best of my knowledge.