



PKI



Authentication
Confidentiality
Data Integrity
Non-Repudiation

Public Key Infrastructure Support Services

Two-Factor Authentication Token Subscriber Agreement Form

U.S. Department of Energy (DOE) employees, contractors, and affiliates must sign this subscriber agreement form prior to being issued a DOE Two-Factor Authentication Token. This agreement is valid until cessation of need or employment, whichever comes first. The terms of the agreement are:

Accuracy of Representation

You are obligated to accurately represent yourself in all communications with the Two-Factor Authentication authorities. This would include notifying the Two-Factor Authentication authorities if any personal identification information about you changes (i.e. network log on name).

Protection of Your Token and PIN

You must protect your Token and its associated PIN information at all times. This includes protecting your PIN at all times by not giving it to others and by not writing it down.

Notification of Token or PIN Loss, Unauthorized Disclosure, or Suspicion of Compromise

Upon any actual or suspected loss, disclosure, or compromise of your Two-Factor Authentication Token or PIN, you must immediately notify the Two-Factor Authentication authorities.

Non-Transference of Hardware and Cessation of Operation

You may not transfer your Token to anyone else. If you no longer require your Token you must return it to the Two-Factor Authentication authorities.

When you sign this Subscriber Agreement form, you (as a subscriber) demonstrate your understanding and acceptance of the terms outlined in this form. Please print legibly, or fill in the form electronically, to ensure all information is recorded accurately.

Subscriber's First Name Middle Initial Last Name

Network Login Name

Signature

Date

1st Form of Identification Presented *

ID Number

Person's Name as it appears on the Identification

2nd Form of Identification Presented *

ID Number

Person's Name as it appears on the Identification

Trusted Agent's First Name Middle Initial Last Name

Signature

Date

- * The subscriber will appear in person and present their Federal Agency Identification Badge or PIV/HSPD-12 Badge as proof of identity.
- * Lacking a Federal Agency Identification Badge or PIV/HSPD-12 Badge, the subscriber will appear in person and provide two forms of identity source documents in original form unless otherwise noted. One of these two identity source documents must be a photo ID. The identity source documents must come from the list of acceptable documents that can be found at:

<http://cio.energy.gov/cybersecurity/pki.htm>

Impression of Notary Seal (if required):

Token Serial Number _____