




Due to the impact on HSPD-12 station availability from COVID-19, the USDA is anticipating an increase in LincPass card expirations. If your LincPass is expiring soon, has already expired, or is not functional please see the guidance below.

If you DO have access to an HSPD-12 station

For LincPass Certificate Expiration

If you have received email notification that your LincPass certificates are near expiration, please;

1. Visit www.fedidcard.gov for the latest on credentialing center operating status.
2. When an active location has been identified, schedule an appointment through the online scheduler also found on www.fedidcard.gov.
3. **Please note:** The operating status of HSPD-12 stations are changing on a daily basis. You are encouraged to coordinate with your HSPD-12 sponsor to confirm site operating status on the day of a planned visit. If you do not know who your HSPD-12 Sponsor is, please contact the HSPD-12 Help Desk at USDAHSPD12HELP@usda.gov or 1-833-682-4675.

 LOCATE Find a USAccess Center location near you. Locate a center now	 SCHEDULE Schedule an appointment for Enrollment, Card Pickup and Activation, or Card Update. Make an appointment	 PREPARE Have questions about what you need to bring? View acceptable forms of ID
---	---	---

For Card Expirations (Renewals & Re-enrollments)

1. If you have received an email notification of a card ready for pickup\activation, please follow the same steps as the LincPass Certificate Expiration in the section above.
2. If you have a card expiring soon but have not been notified of activation readiness please work with your agency HSPD-12 Sponsor to confirm renewal steps.

NOTE: If you do not know who your HSPD-12 Sponsor is, please contact the HSPD-12 Help Desk at USDAHSPD12HELP@usda.gov or 1-833-682-4675.

If you DO NOT have access to an HSPD-12 station

For Lost\Stolen LincPass Credentials

Contact your Agency Security Officer to report the lost or stolen badge and then follow the steps in the next sections below. If you don't know who your Agency Security Officer is, please contact the HSPD-12 Help Desk at USDAHSPD12HELP@usda.gov or 1-833-682-4675.

For Computer Access

A temporary exemption to the LincPass login requirement may be granted if your LincPass is expiring or is not functional. The exemption will be granted for 30 days. If you are unable to renew your card in 30 days a further extension may be requested. You will receive an automatic email notification 5 days before the exemption expires.

To request a 30-day LincPass exemption:

1. Call the CEC Centralized Help Desk at 1-877-873-0783 (Option 2 at the voice prompt).
2. Request a "LincPass exemption" and provide the reason to the help desk agent (e.g. Expired LincPass).
3. You will be asked to answer a set of security questions to verify your identity.

For Building Access

Note: These steps only apply to employees who regularly use their LincPass to enter buildings or spaces. Employees who use keys to enter the facility will not be affected by expired LincPass Cards.

Employees on maximized telework:

No steps are needed to maintain your physical access to your location. Access to your location will be terminated when your card expires. However, upon resumption of normal operations your local badging office will re-assign access to your new or updated LincPass card when you receive it.

Employees reporting to USDA Facilities:

Best Option: Renew or update your LincPass card to ensure that physical access to your facility remains in place. Work with your local Badging Office or ePACS Facility Administrator to ensure building access is working with your new or updated LincPass. If your facility is part of ePACS and you don't know who is responsible for assigning building access at your site, please contact the HSPD-12 Help Desk at USDAHSPD12HELP@usda.gov or 1-833-682-4675.

Second Option: If you are unable to renew or update your LincPass Card, you must work with your local Badging Office to have a Site Badge issued to you. Ensure this Site Badge has access to the areas and buildings you need to enter. Note that the local Badging Office role varies from site to site and may be a site security officer, ePACS facility administrator, or front desk reception.

Third Option: If you are unable to renew or update your LincPass Card and you are unable to get a Site Badge issued; you must work with your local facility personnel to have keys issued to you. Ensure you have keys to all of the areas and buildings you need to enter.