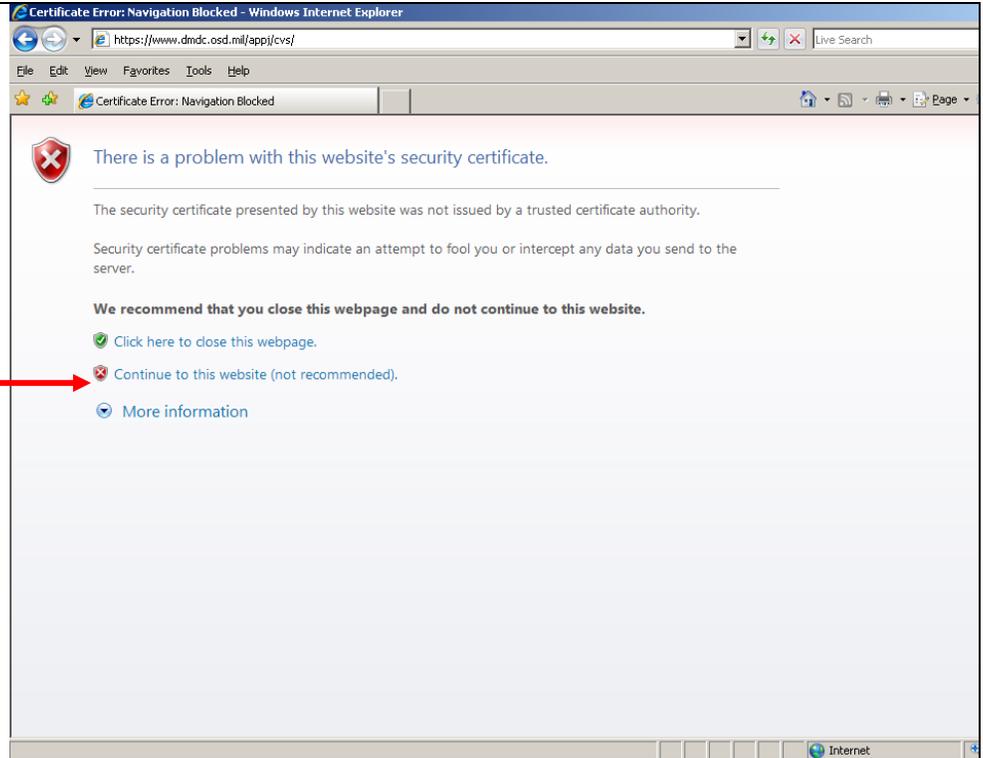


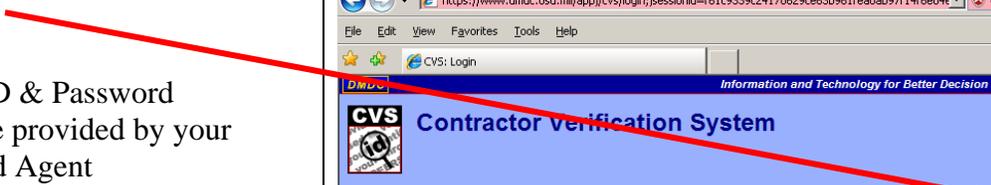
CVS Applicant Instructions

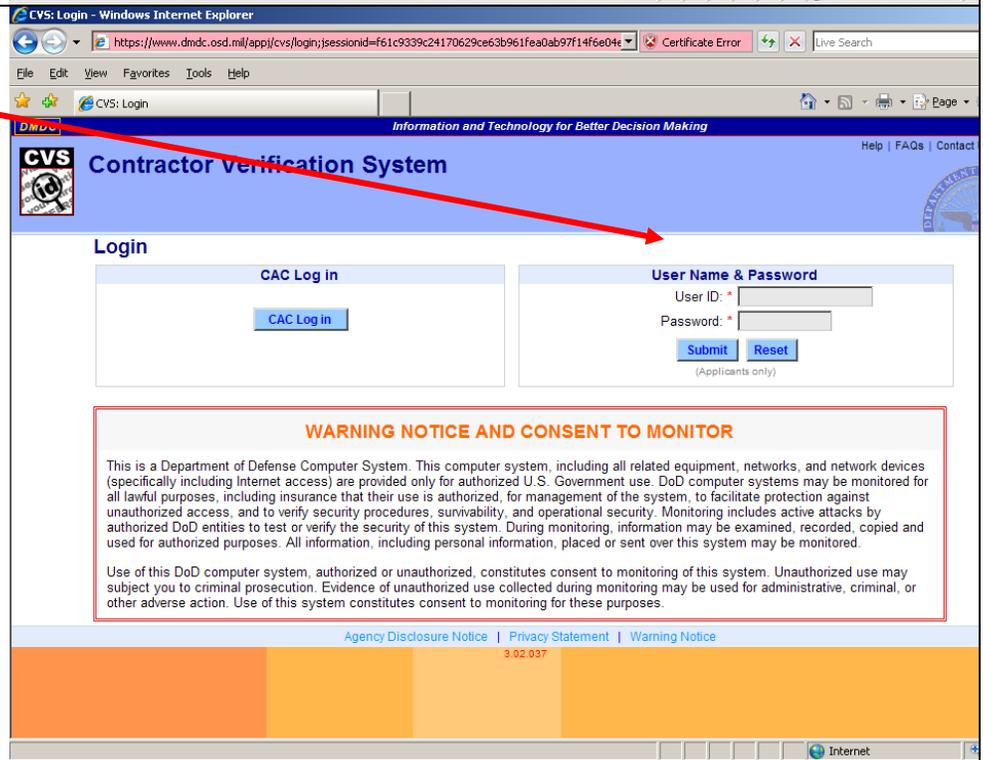
Go to CVS Website
(Link will be emailed to you)

*Note:
Format is really messy in
Firefox.
Format is much better in
Internet Explorer*

Select 
“Continue to website
(not recommended)”



Log In 
User ID & Password
Will be provided by your
Trusted Agent



Select I Agree

CVS: Privacy Act Statement - Windows Internet Explorer

https://www.dmdc.osd.mil/appj/cvs/privacyActStatement

CVS Contractor Verification System

Privacy Act Statement

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; 10 U.S.C. Sections 1074(c)(1) and 1095(k)(2); 10 U.S.C. chapter 147; 50 U.S.C. chapter 23; E.O. 9397; E.O. 10450, amended.

PRINCIPAL PURPOSE(S) To apply for the Common Access Card and /or DEERS Enrollment; control access to and movement in or on DoD installations, buildings, or facilities; regulate access to DoD computer systems and networks; and verify eligibility, if authorized, for DoD benefits or privileges.

ROUTINE USE(S) To federal and state agencies and private entities, as necessary, on matters relating to utilization review, professional quality assurance, program integrity, civil and criminal litigation, and access to federal government facilities, computer systems, networks, and controlled areas.

DISCLOSURE: For contractor personnel who are not required to have a National Agency Check only: Failure to provide a social security number will not result in denial of the Card, enrollment in DEERS, access to facilities or networks, or if eligible for receipt of DoD benefits and privileges (other than non-emergency health care services), provided alternative means of identification (original birth certificate, passport, etc.) are voluntarily furnished upon request. However, submission of alternative identification may cause substantial delays; and if not provided, may result in denial of the Card, nonenrollment, refusal of access, and denial of benefits and privileges.

[I Agree](#) [I Do Not Agree](#)

Agency Disclosure Notice | Privacy Statement | Warning Notice

3.02.037

Select My Application

CVS: Applicant Homepage - Windows Internet Explorer

https://www.dmdc.osd.mil/appj/cvs/homePage

CVS Contractor Verification System

[Homepage](#) [My Application](#) [My Profile](#)

Path: [Home](#)

Quick Links

- Forms
- User Guide

Optional Courses:

- CVS Overview
- CAC Overview
- Applicant Overview

Applicant Homepage

This site contains the web application for a [Department of Defense](#) Common Access Card (CAC).

Dashboard

- Make your selection from the top menu
- Use [My Profile](#) to modify contact email used by CVS to send **notifications** (emails) regarding your application/CAC.

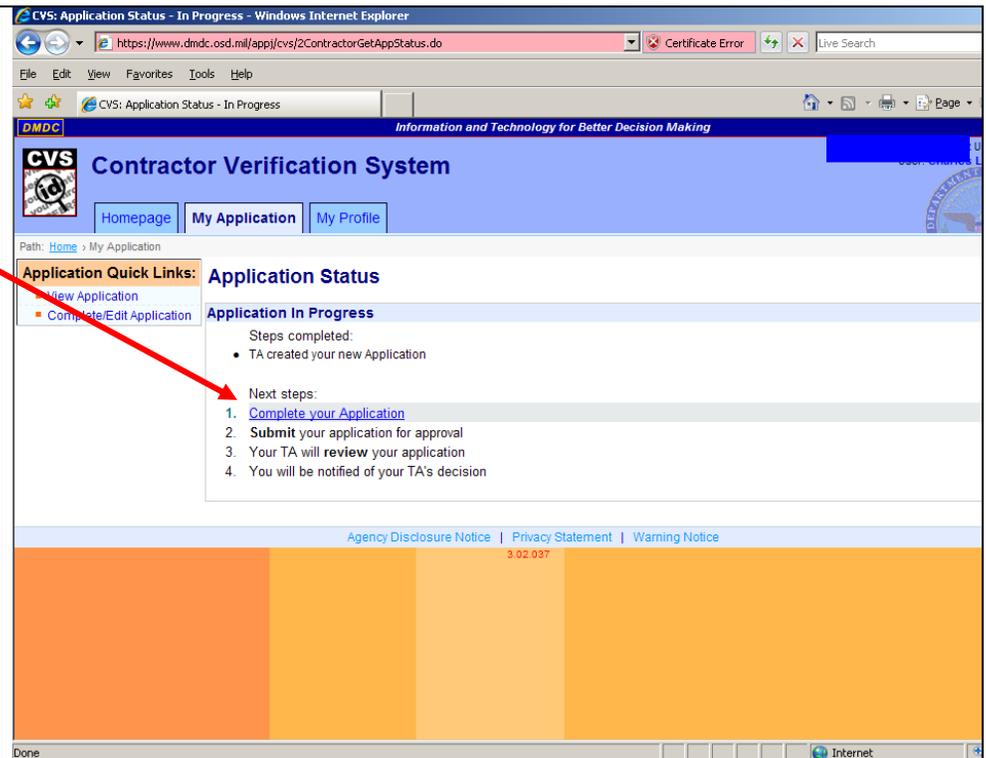
General News

undefined

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3.02.037

Select
Complete Your Application



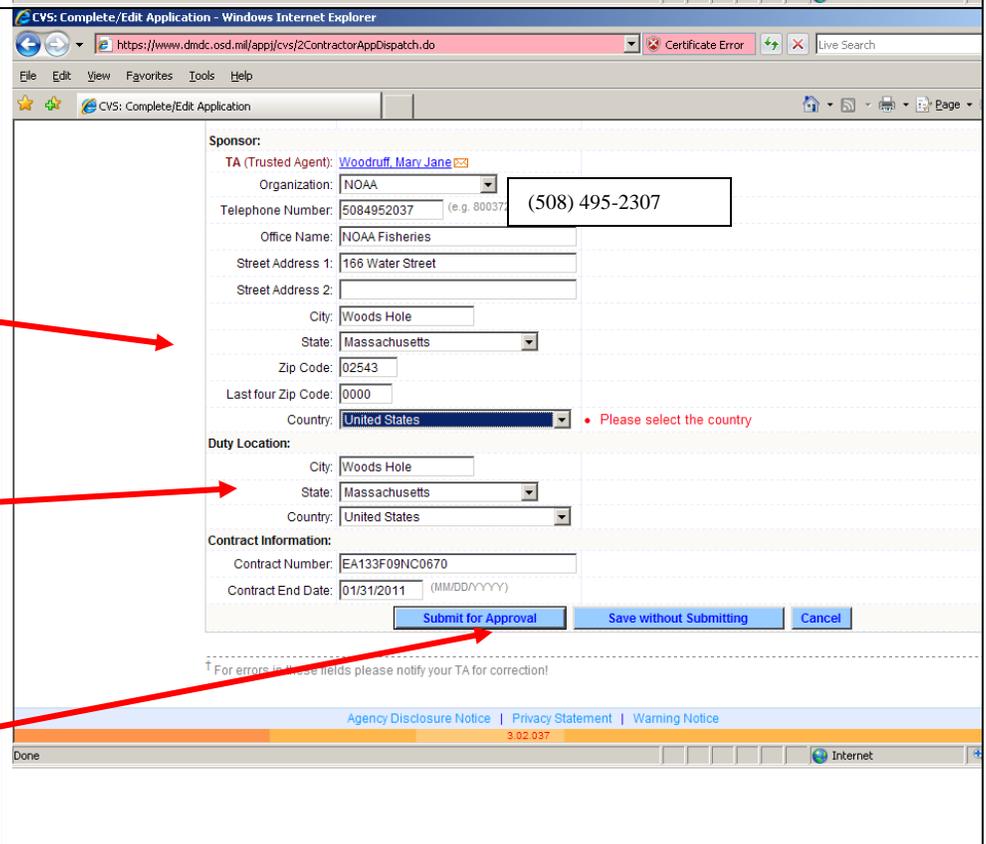
Review/Complete your
Information

When prompted to enter
TA (Trusted Agent) enter this
information

Use the 166 Water Street,
Woods Hole, MA 02543
Address

Duty Location:
Observer please use your
Home Address as you are
primarily assigned/working
from your home.

Confirm all entries and
Submit for Approval



You may receive the following error message when you enter your email address:

“Warning: Email Address should contain. .CTR@”

CORRECTIVE ACTION:
Add “.CTR” in your email

For example:

From:
johnsmith@gmail.com
To:
johnsmith.CTR@gmail.com

NOTE – You do not need to create a new email account. Just use your email and add the CTR. The system will “drop” this once the check is done.

The screenshot shows a web browser window titled "CVS: Complete/Edit Application - Windows Internet Explorer". The address bar shows "https://www.dmdc.osd.mil/appj/cvs/2ContractorGetSaveApplication.do". The page contains a form with several sections: "Contact Information" (Zip Code: 01930, Last four Zip Code: 0000, Country: United States), "Sponsor" (TA: Woodruff, Mary Jane, Organization: NOAA, Telephone Number: 5084952307, Office Name: NOAA Fisheries, Street Address 1: 166 Water Street, City: Woods Hole, State: Massachusetts, Zip Code: 02543, Last four Zip Code: 0000, Country: United States), "Duty Location" (City: Gloucester, State: Massachusetts, Country: United States), and "Contract Information" (Contract Number: EA133F09CQ0029, Contract End Date: 12/31/2012). A red arrow points from the text "Warning: Email Address should contain. .CTR@" to the "Email" field, which contains "@gmail.com". Below the form are buttons for "Submit for Approval", "Save without Submitting", and "Cancel". A footer note reads: "† For errors in these fields please notify your TA for correction".

After you select “Submit for Approval” another screen will appear with the information.

Please review .

Check – “I Accept And Agree”

Select “Confirm”

The screenshot shows a web browser window titled "CVS: Application Confirm - Microsoft Internet Explorer". The address bar shows "https://www.dmdc.osd.mil/appj/cvs/2ContractorAppDispatch.do". The page displays the same information as the previous screen, but with a "Contract Number" of EA133F09NC0742. A red arrow points from the text "Check – “I Accept And Agree”" to a checkbox labeled "I Accept And Agree", which is checked. Another red arrow points from the text "Select “Confirm”" to a "Confirm" button. To the right of the checkbox is a paragraph of text: "The government issued credential is the property of the U.S. Government and shall not be retained by the cardholder upon expiration, replacement, or when the DoD affiliation of the employee has been terminated. The Contractor and TA have the responsibility to ensure the government issued credential is retrieved in accordance with local command or installation procedures. Unauthorized possession of an official credential, like a CAC, can be prosecuted criminally under section 701, title 18, United States Code." Below this text are "Confirm" and "Cancel" buttons. A footer note reads: "† For errors in these fields please notify your TA for correction".

You will see this Message.

LOG OFF
(Do not close window without logging off)

