

Effective June 9th. The SEVIS Program (SEVP) Office will be responsible for granting and deleting all SEVIS access via the Password Issuance and Control System (PICS) application. The Local PICS officers will no longer have the authority to grant or delete SEVIS access via PICS.

Visit the SEVP Website for more information: <http://www.ice.gov/sevis/new/>

CBP and USCIS Users:

New users requesting access to SEVIS must have their Federal Supervisor or Manager complete and sign the G-872S form and submit to the SEVIS Program (SEVP) Office via e-mail: carol.scheydt@dhs.gov.

The SEVP must have the following documentation for all NEW SEVIS users:

- Compete and signed G-872S form
- Rules of Behavior

Users with Deleted SEVIS access must have their Federal Supervisor or Manager complete and sign the G-872S form and submit to the SEVIS Program (SEVP) Office.

If user access is deleted for more than a year (12 Months) a Rules of Behavior (ROB) must be submitted along with the G-872S form

Delete or terminate access to SEVIS, must have their Federal Supervisor or Manager complete and sign the G-872S form and submit to the SEVIS Program (SEVP) Office.

Password Resets, your local PICS Officer will continue to initiate a password change (3.0 Screen) that will change the password for all application systems granted via PICS for the user. **No Form is required for password resets**

ICE Users:

New users requesting access to SEVIS must have their Federal Supervisor or Manager, complete, certify and submit a SEVIS Service Catalog Request via the ICE Service Catalog.

Users with Deleted SEVIS must have their Federal Supervisor or Manager complete, certify and submit a SEVIS Service Catalog Request via the ICE Service Catalog.

Delete or terminate access to SEVIS, must have their Federal Supervisor or Manager complete, certify and submit a SEVIS Service Catalog Request via the ICE Service Catalog.

Password Resets, your local PICS Officer or the ICE Service Desk will continue to initiate a password change (3.0 Screen) that will change the password for all application systems granted via PICS for the user. **No request is required for password resets**

All Other DHS Component Users:

New users requesting access to SEVIS must have their Federal Supervisor or Manager complete and sign the G-872S form and submit to the SEVIS Program (SEVP) Office via e-mail to: SEVP.PICS@dhs.gov.

The SEVP must have the following documentation for all NEW SEVIS users:

- Compete and signed G-872S form
- Rules of Behavior
- DHS ICE PICS Validation Form (this form will be encrypted and sent to OCIO-PICS to create PERSECS/PICS Profile upon receipt)

Users with Deleted SEVIS access must have their Federal Supervisor or Manager complete and sign the G-872S form and submit to the SEVIS Program (SEVP) Office.

If user access is deleted for more than a year (12 Months) a Rules of Behavior (ROB) must be submitted along with the G-872S form

Delete or terminate access to SEVIS, must have their Federal Supervisor or Manager complete and sign the G-872S form and submit to the SEVIS Program (SEVP) Office.

Password Resets, your local PICS Officer will continue to initiate a password change (3.0 Screen) that will change the password for all application systems granted via PICS for the user. **No Form is required for password resets.**