



# USAID Guidance on Completion of the Partner Information Form

A Mandatory Reference for ADS Chapter 319

New Edition Date: 01/15/2021  
Responsible Office: M/MPBP  
File Name: 319maj\_011521

## **Purpose**

The U.S. Agency for International Development (USAID) is issuing this guidance for Agency personnel and implementing partners to provide best practices for validation of the Partner Information Form (PIF) for completeness and accuracy.

## **Complete and Accurate Information on PIF**

Due diligence requires that USAID staff and implementers verify that all Key Individuals are being submitted for partner vetting. Frequently, USAID finds that an organization will make an initial submission containing an incomplete list of Key Individuals (*e.g.*, only the organization's president and vice president). After additional research is performed, it may become clear that the organization has a variety of other Key Individuals (*e.g.*, finance managers, members of the board of directors) that have been omitted.

This guidance is intended to help implementers fulfill their responsibility to provide complete and accurate information on the PIF for their firm and any subawardees. To ensure that an implementer has met this requirement, USAID staff and implementers may wish to conduct research to ensure that an organization proposed to receive an award or subaward has submitted all Key Individuals. The following questions may be relevant in conducting this research:

- a.** Does the organization have a website that identifies the owners, board of directors/trustees, principal officers, etc.?
- b.** Is the organization registered online with the host government?
- c.** Does the organization have a public social media account that lists the organization's contact information and identifies potential Key Individuals?

It is not uncommon to find a website for the organization that is outdated or no longer valid. Regardless, this information may still be relevant to verifying that the organization has provided the names and related information for all Key Individuals prior to the organization being submitted to USAID's Office of Security (SEC) for vetting.

Please be aware that checking on host-government registration, while providing one possible method for verifying Key Individuals, can raise sensitivities in certain environments. USAID staff should first seek advice from the Resident Legal Officer or the Office of the General Counsel, as appropriate, prior to attempting to search such databases.

## USAID Standard Process for Submission of PIF

Once USAID has received the PIF from an implementer, USAID staff will verify that information for all Key Individuals have been submitted and should follow the actions listed below to complete the standard procedure for submitting the PIF. This includes validation of the entire PIF for completeness and accuracy. These steps should be completed prior to accepting the implementer's vetting request and entering the data into the Partner Vetting System (PVS) database. Implementers may check the status of their PIF submission in PVS. The PIF should be validated as follows:

- 1) USAID and implementers search the Department of Treasury's Office of Foreign Assets and Control (OFAC) Sanctions List: <https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>.
- 2) USAID and implementers search the System Award Management (SAM): [www.sam.gov](http://www.sam.gov)<sup>1</sup>.
- 3) USAID will search USAID's PVS database concurrently to ensure that the organization and Key Individual(s) do not already exist in PVS. This helps prevent duplicate entries for the same organization or individual.
- 4) USAID confirms that all required fields in the PIF have been completed. These are:
  - a) Prime Organization
    - i) Type of proposed award or other assistance;
    - ii) U.S. dollar amount and estimated start/end date of proposed award or assistance;
    - iii) Purpose of proposed award or assistance;
    - iv) Location of proposed activity; and
    - v) Solicitation/Award Number.
  - b) Prime/Subawardee Organization Information
    - i) Name;
    - ii) Address;
    - iii) Phone number(s);
    - iv) Email;
    - v) Website (for sub-awardees only); and
    - vi) Fax.

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<sup>1</sup> By the terms of their award, implementers must complete steps 1 and 2 as it relates to subawardees. Pursuant to ADS 303.3.9 and FAR 9.405, respectively, Agreement Officers and Contracting Officers must complete these steps for prime awardees. USAID staff may complete the first two action items on a sample basis for proposed subawardees as a quality-assurance check.

**c) Key Individuals**

- i) Full name** – as it exists in a government-issued photographic identification (ID).
- ii) Photo ID number, type** (for example, passport or national ID) and country of issuance:
  - Indicate if U.S. Passport or Permanent Resident Card and provide number.
  - Dual citizens must list both countries of citizenship along with ID information from both countries (number, type, and country of issuance).
- iii) Place of Birth:** A minimum of village/city; district (if applicable), province/governate/state; and country are required. For U.S. citizens born in the U.S., a minimum of city and state are required.
- iv) Date of Birth** (MM/DD/YYYY).
- v) Primary and Alternate Phone Numbers** (confirm if cell phone number).
- vi) Rank or Title** (only if a Key Individual) – if owner is not clearly identified, VO/VAs should ask IP to confirm who owns the organization, to include silent owners/partners<sup>2</sup>.
- vii) Other names used** (such as nicknames, pseudonyms not already listed).

- 5) Check whether other important fields are complete and seek their completion if not completed; these include Current Employer<sup>3</sup> and Address of Residence.<sup>4</sup>**

USAID and implementer staff each play a critical role in the quality-control process for vetting requests. Accuracy and completeness of the PIF is required for accurate vetting results.

If you have questions about this guidance and are engaged with a USAID vetting program, please contact the Vetting Official/Vetting Assistants assigned to that program. If you have more general

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<sup>2</sup> A silent owner/partner is used in a broad sense to mean an individual who invests capital in a business (company, partnership, etc.), but is not identified publicly as an investor to customers or others, and typically is not involved in day-to-day or strategic management of the organization.

<sup>3</sup> Members of the board of directors or trustees frequently will not be employees of the organization being submitted for vetting.

<sup>4</sup> Where applicable, house/building number, street name, village/city, district, province/governorate/state, and country should be provided. In cases where individuals reside in rural or other areas without numbered street addresses, VO/VAs should request as much information as possible. Examples of acceptable entries are: (a) Center of Raqqa City, along main road running east to west; (b) across the road/street from the Grand Mosque (or Ali Muhammad Hospital, etc.); (c) Raqqa City, Raqqa Province, Syria.

questions about this guidance, please contact the USAID Bureau for Management's Central Vetting Group at [cvg@usaid.gov](mailto:cvg@usaid.gov).