

**Updated U.S. Agency for International Development (USAID) Partner Information Form (PIF) and  
Partner Vetting System (PVS) Partner Portal**

May 2020

USAID has renewed and revised its PIF (AID 500-13) and PVS Partner Portal. The hardcopy PIF and the online PVS Portal gather information from prospective and current prime awardees and Subawardees, as well as certain individuals, seeking funding or other assistance to be implemented in locations where USAID conducts partner vetting. The revisions to the form and the Portal include: (1) simplifying the format to more clearly identify the Prime partner and award data separate from the Subawardee organization and Key individual data; (2) improving instructions to make the document easier to read and complete; (3) adding a section to more clearly accommodate information related to the Subawardee organization; and (4) updating fields to strengthen identity key individual resolution. The following section details these changes:

**Part 1: Information about Proposed Activities**

- Deleted Fields:
  - Name of Parent Company (if any)
  - Company Website URL for Prime awardee
  - 3<sup>rd</sup> Phone Number for Subawardee Organization
  - 2<sup>nd</sup> Fax Number for Subawardee Organization
- Added New Field:
  - Solicitation/Award Number for Prime awardee
- Modified Field
  - 2nd phone for the Prime partner requests cell phone number

**Part 2: Information about Subaward (NEW SECTION FOCUSED ON SUBAWARDS)**

- Added Fields
  - Name of Prospective Subawardee organization (*if applicable, including identifying whether the prospective Subawardee is a parent organization, branch, or subsidiary*)
  - Website URL of Prospective Subawardee organization (*if applicable*)
  - Address of Prospective Subawardee organization (*if applicable*)
  - Phone Number(s) of Prospective Subawardee organization (*if applicable*), *one field for landline and one specifically for a cell phone*
    - Confirm if cell phone(s)
  - Fax Number of Prospective Subawardee (*if applicable*)
  - Email Address(es) of Prospective Subawardee (*if applicable*)
  - Type of Subaward (*if applicable*)
  - Value of Total Subaward (*if applicable*)
  - Purpose of Subaward (*if applicable*)

**Part 3: Certification [NO CHANGE]**

**Part 4: Key Individual Information**

- New Required Field (field existed prior but was not required)
  - Citizenship(s)
- New Required Information (within existing Citizenship field)
  - If dual citizen, list both countries

- Added Fields
  - U.S. Passport or Permanent Resident (PR) Card Number (*if U.S. Citizen or PR*)
  - Additional Field for Dual Citizen Second Government-Issued Photo ID Type
  - Additional Field for Dual Citizen Second Government-Issued Photo ID Number
  - Additional Field for Dual Citizen Second ID Country of Issuance
  - Primary and Alternate Phone Numbers (*and confirm if cell phone number*)

If you engage with a vetting program or programs and have any questions regarding the updated PIF and PVS Portal, please contact the Vetting Official(s) for the relevant vetting program(s). For questions not related to a specific vetting program, please contact USAID's Central Vetting Group, [cvg@usaid.gov](mailto:cvg@usaid.gov).