

## VA Health Care System Fingerprinting Instructions

1. The Education Service Line Onboarding Specialist at the Atlanta VA HCS must receive a completed application packet, including the certificates from their TMS Mandatory Training for Trainees (MTT).

2. Fingerprinting is a critical security prerequisite for working at a VA facility and should be completed as soon as possible within 90 days of the start of a rotation at the VA as it is only good for 90 days.

For trainees who live near the Atlanta VAHCS or plan to be in the area before rotations begin, fingerprinting is done at the PIV Office (Modular M building by the Parking Deck E behind the medical center. Please call for operating hours).

- Fingerprinting Office Phone Number: (404)321-6111 ext. 207807
- Bring two acceptable and original forms of identification with you to get fingerprinted.
- Finger printing is good for 120 days and is then removed from the system.

**For trainees who DO NOT live near the Atlanta VAHCS**, nor plan to be in the area before reporting, contact your nearest VA Medical Center and request an appointment to complete your fingerprinting. For a list of VA locations, please visit <https://www.va.gov/find-locations/>

3. After at least 7 days from fingerprinting, contact the number on the SAC form (404-321-6111 Ext 121674, 121678, 206240, or 207594) to see if the background check has been approved. If it has, then return to HR for letter authorizing Education to sponsor for an ID (PIV).

4. Take this letter from HR to Education. At that time, Education will sponsor the PIV request. Please complete VA Form 0711 (Request For Personal Identity Verification Card) fields 1 through 9 only.

5. Once PIV is requested and proof of fingerprint adjudication received, trainee must get picture taken at the Badge & ID office and get badge printed and PIN established.

Once access codes for NT and VISTA are received (approximate wait time is 3 — 5 days), the trainee must sign in on a VA computer within 5 days.

## VA BACKGROUND AND FINGERPRINT VERIFICATION DATES

FINGERPRINT (SAC) CHECK

APPOINTMENT 180 DAYS OR LESS

BACKGROUND STATUS (E-QIP)

HAS EQIP BEEN RELEASED?      Yes      No

\*\*\*Please Note if the candidate will be employed less than 180 days only a Special Agency Check (SAC) is required. Also, please indicate the length of the candidate employment or if the candidate is permanent or temporary. \*\*\*

First

Middle

Last

Social

Date of Birth

Place of Birth

Permanent

Temporary

Other

Has the applicant worked in federal service?

Yes

No

Does the Applicant have a (2) year break in federal service?

Yes

No

Current Facility Employee

Transfer from VA

Transfer from Federal Agency

TYPE OF REQUEST

SAC Favorable

SAC Pending Adjudication

Re-Fingerprinting Required

SAC Favorable Date

T1/NACI

T2/MBI

T3/ANACI

T4/BI

T5/SSBI

Comments:

Applicant Cleared to Start

Yes

No

### CERTIFICATION

The suitability information provided certifies that the current background file for the name listed above has been verified with OPM and has been ordered or indicates the applicant must complete the online OPM background.

SIGNATURE

HR Suitability/Personnel Security Specialist

Date