

# Instructions for scheduling a VA fingerprint or badge appointment


1) Visit the following website: <https://fedidcard.gov>

PLEASE ENSURE you read the acceptable types of identification listed below and that you have them available to you before proceeding to schedule your appointment.

**You'll need to show 2 forms of ID for your fingerprint AND badge appointments.**

Primary Identity Source Document	Secondary Identity Source Document
<ul style="list-style-type: none"><li>• A U.S. Passport or U.S. Passport Card</li><li>• A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li><li>• A foreign passport</li><li>• An Employment Authorization Document that contains a photograph (Form I-766)</li><li>• A Driver's license or ID card issued by a State or possession of the United States provided it contains a photograph</li><li>• A U.S. Military card</li><li>• A U.S. Military dependent's ID card</li><li>• A PIV Card</li></ul> <p><b>Name matching criteria on both IDs:</b></p> <ol style="list-style-type: none"><li>1) First name + Last name ONLY on both</li><li>2) First name + Middle Name or Middle Initial + Last name on both</li></ol>	<ul style="list-style-type: none"><li>• A U.S. Social Security Card issued by the Social Security Administration</li><li>• An original or certified copy of a birth certificate issued by a state, county, municipality authority, possession or outlying possession of the U.S. bearing an official seal</li><li>• An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph</li><li>• A voter's registration card</li><li>• A U.S. Coast Guard Merchant Mariner Card</li><li>• A Certificate of U.S. Citizenship (Form N-560 or N-561)</li><li>• A Certificate of Naturalization (Form N-550 or N-570)</li><li>• A U.S. Citizen ID Card (Form I-197)</li><li>• An Identification Card for Use of Resident Citizen in the United States (Form I-179)</li><li>• A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)</li><li>• A Temporary Resident Card (Form I-688)</li><li>• An Employment Authorization Card (Form I-688A)</li><li>• A Reentry Permit (Form I-327)</li><li>• A Refugee Travel Document (Form I-571)</li><li>• An Employment authorization document issued by Department of Homeland Security (DHS)</li><li>• An Employment Authorization Document issued by DHS with photograph (Form I-688B)</li><li>• A driver's license issued by a Canadian government entity</li><li>• A Native American tribal document</li></ul>


2) Scroll down the webpage to this area. To schedule your fingerprint appointment, click on Make an appointment.



### SITE CLOSURES

Review the list of sites reported closed before scheduling an appointment


[View List](#)



### LOCATE

Find a USAccess Center location near you.


[Locate a center now](#)



### SCHEDULE

Schedule an appointment for Enrollment, Card Pickup and Activation, or Card Update.

[Make an appointment](#)



### PREPARE

Have questions about what you need to bring?

[View acceptable forms of ID](#)

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- 3) Scroll to Agency / Organization and type in “vet”, then select DEPARTMENT OF VETERANS AFFAIRS when it pops up. Click Continue.


**Welcome**

Please select an **Agency/Organization** and **Activity** below for your **Appointment** and click the **Continue** button or [find an existing appointment](#).

Dedicated site appointments are designated for that agency's employees/applicants only. If you select an agency with which you are not affiliated, your appointment may not be honored upon your arrival.

**Agency/Organization**




 DEPARTMENT OF VETERANS AFFAIRS

**Continue** →

- 4) Select Enrollment and click Continue.

**Select Activity**

Please select an **Activity** below for your **Appointment** and click the **Continue** button.

 **Enrollment - Take photo and fingerprints, present ID documents**  
Select this appointment type if you received a Sponsorship Complete email, a Credential Renewal/Re-Issue Notification, or other notice to enroll or re-enroll for a credential. You will have your photo and fingerprints taken, and your identity documents verified and scanned.

☒ **Card Pick Up - Pick up/activate your NEW credential**

☐ **Card Update - Update your EXISTING credential and PIN resets**

**Continue** →

# Instructions for scheduling a VA fingerprint or badge appointment

- 5) If you are in the Denver metro area, enter zip code **80045** and click Find Locations. If you are not in the Denver area, please enter your zip code to locate the nearest VA Medical Center.

**Find Site**

**USACCESS**

**Credentialing Post Office Sites**

Before attempting to Find a Site, [click here](#) to see if there is a USAccess Credentialing Post Office Site available in your area.

**Locations**

Please enter City and State OR Zip.

City

State


Please Select a State

-- OR --

Zip

80045

**Find Locations**



6) When the next page pops up, you'll see a map with the nearest locations. On the left side of the screen, scroll down and view agencies and addresses. If scheduling in Denver, select "VA Denver Medical Center". If you are scheduling outside of Denver, choose your nearest VA. Click Continue.

**A**

0.4 Mile(s)

**VA Denver Medical Center**  
1700 Wheeling St  
Building A Room A2-105  
Aurora Colorado 80045-7211

**B**

6.1 Mile(s)


Office of Integrated Veteran Care  
3773 Chry Crk North Dr  
Suite 470A West Tower  
Denver Colorado 80209-3843

**C**

16.1 Mile(s)

VA Denver Regional Office  
155 Van Gordon St

**Continue**



# Instructions for scheduling a VA fingerprint or badge appointment

- 7) You'll see a calendar. The green circle within each date shows the number of open appointments for that date. Choose a date and you'll be shown the available appt times. Choose your date and time and click OK.

◀ Previous Today Next ▶			February 2023				Month Week	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
29	30	31	1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	3	3	18		
19	20	10	13	14	14	25		
26	27	14	1	2	3	4		

February 21, 2023

Available Times

Please Select a Time

- 07:30 AM - 08:00 AM
- 08:00 AM - 08:30 AM
- 08:30 AM - 09:00 AM
- 09:00 AM - 09:30 AM
- 09:30 AM - 10:00 AM

✓ OK

February 21, 2023


Available Times

09:00 AM - 09:30 AM

✓ OK

# Instructions for scheduling a VA fingerprint or badge appointment

8) Enter your information and click Continue.


 **Contact Information**

Please enter your Contact Information.

<b>First Name</b>	<input type="text" value="Bob"/>
<b>Last Name</b>	<input type="text" value="Ross"/>
<b>Phone Number</b>	<input type="text" value="303-867-5309"/>
<b>Email Address</b>	<input type="text" value="robert.ross5656565656@cuanschut.edu"/>
<b>Confirm Email Address</b>	<input type="text" value="robert.ross5656565656@cuanschut.edu"/>

**Continue** →

9) You'll be asked to review. After reviewing, click "Make Appointment".

 **Review**

Please review the information below and click the **Make Appointment** button.

<b>Activity</b>	Enrollment
<b>Site Address</b>	VA Denver Medical Center BUILDING A ROOM A2-105 AURORA, Colorado 80045-7211, USA
<b>Date &amp; Time</b>	Jan 27, 2023 8:00 AM MST — Jan 27, 2023 8:30 AM MST
<b>First Name</b>	Bob
<b>Last Name</b>	Ross
<b>Phone Number</b>	720-723-7010
<b>Email Address</b>	robertross5656565656@cuanschut.com
<b>Agency/Organization</b>	DEPARTMENT OF VETERANS AFFAIRS

✓ **Make Appointment**


# Instructions for scheduling a VA fingerprint or badge appointment

- 10) You'll receive an appointment confirmation screen. This information will also be sent to the email address you entered above.

✓ Thank You

Your appointment has been confirmed. The confirmation number is: **0b9d17088a364b3**. Please use this number when searching for your appointment to view details, confirm or cancel it. We recommend that you record this confirmation number for future reference.

An email with this information has also been sent to **robertross5656565656@cuanschultz.com**. Please [contact us](#) if you have any questions.

 Home

The email will look something like this:

Working Offline  
Scheduled Appointment

The following appointment has been made.

Location/Site: VA Denver Medical Center

Address: 1700 WHEELING ST BUILDING A ROOM A2-105, AURORA, COLORADO, UNITED STATES, 80045-7211

Activity: Enrollment - Take photo and fingerprints, present ID documents

Mobile Credentialing Unit 11: mduwrk11-104535

Date: 1/10/2023 8:30:00 AM (America/Denver)

Duration: 30 minute(s)

Confirmation: 44273e0361854f3

Directions

Directions to this facility are available at <http://www.fedidcard.gov>.

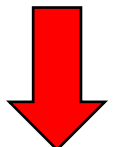
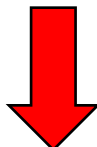
What To Bring To Your Appointment

When going to your appointment, please bring two forms of identification. Two forms are required to validate your identity, one of which must be a Government-issued photo ID. If you have a PIV Credential and are pic

To review a complete list of acceptable forms of identity, please visit <http://www.fedidcard.gov>.

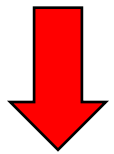
**NOTE:** If you received a USAccess - Credential Ready for Pick Up email that contains a one-time activation password, please bring that with you to your appointment. It will allow you to activate your card without an ope time activation password, or if you did not receive a USAccess - Credential Ready for Pick Up email, activating your card will require an Activator's assistance.

Need to Reschedule? [Click here](#) to reschedule or cancel your appointment.



## Instructions for scheduling a VA fingerprint or badge appointment

Please let Academic Affiliations know when you have completed your fingerprint appointment – send an email to [VHAECHAcademicAffiliations@va.gov](mailto:VHAECHAcademicAffiliations@va.gov) with your name, CU program and the date you completed them.



**DO NOT** schedule a badge appointment! If you are an incoming intern, your badge appointment will take place during orientation. If you are an incoming PGY2+ wait for instruction from your program coordinator before scheduling a badge appointment. Thank you.