

Instructions for scheduling a VA fingerprint or badge appointment

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 one ID from the Primary Identity Source & one ID from the Secondary Identity Source. You'll need to show BOTH IDs for your fingerprint AND badge appointments.

Your name on both documents MUST MATCH EXACTLY.

If one ID reads Jane M. Doe, the other must read Jane M. Doe.

If one ID reads Jane Marie Doe, the other must read Jane Marie Doe.

PIV Credential Identity Verification Matrix

All identity source documents shall be bound to the applicant and shall be neither expired or cancelled. PIV and PIV-I credentials require two forms of identification, one primary and one secondary. The secondary identity source document may be from the primary or secondary list, but if from the primary list it cannot be of the same type as the primary identity source document. For more information see the [USAccess Acceptable Forms of ID Guide](#). (FIPS 201-3)

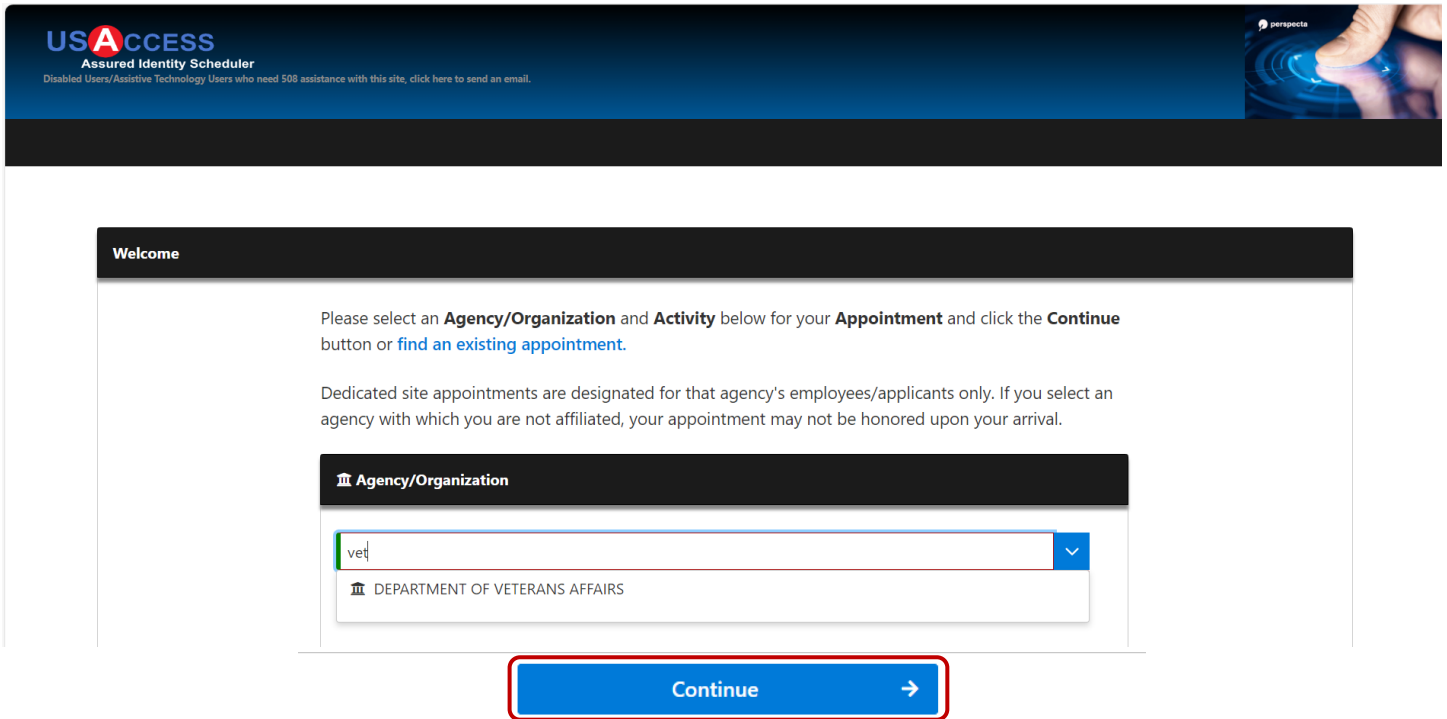
Primary Identity Source Document (All documents must be valid, unexpired)	Secondary Identity Source Document (All documents must be valid, unexpired)
<ul style="list-style-type: none">• A U.S. Passport or U.S. Passport Card• A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)• A foreign passport• An Employment Authorization Document that contains a photograph (Form I-766)• A Driver's license or ID card issued by a State or possession of the United States provided it contains a photograph• A U.S. Military card• A U.S. Military dependent's ID card	<ul style="list-style-type: none">• A U.S. Social Security Card issued by the Social Security Administration.• 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• An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph.• A voter's registration card• A U.S. Coast Guard Merchant Mariner Card• A Certificate of U.S. Citizenship (Form N-560 or N-561)• A Certificate of Naturalization (Form N-550 or N-570)• A U.S. Citizen ID Card (Form I-197)• An Identification Card for Use of Resident Citizen in the United States (Form I-179)• A Congressional Identification (ID) that meets FIPS 201-3 requirements• A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)• A Temporary Resident Card (Form I-688)• An Employment Authorization Card (Form I-688A)• A Reentry Permit (Form I-327)• A Refugee Travel Document (Form I-571)• An Employment authorization document issued by Department of Homeland Security (DHS)• An Employment Authorization Document issued by DHS with photograph (Form I-688B)• A Driver's license issued by a Canadian government entity• A Native American tribal document

Updated 2/22/22

Instructions for scheduling a VA fingerprint or badge appointment

Visit the following website: [AI Scheduler \(gsa.gov\)](https://aischeduler.gsa.gov)

Under Agency / Organization, type in “vet”, then select DEPARTMENT OF VETERANS AFFAIRS when it pops up. Click Continue.



The screenshot shows the top of the USACCESS Assured Identity Scheduler website. The header includes the USACCESS logo and a small image of a hand using a fingerprint scanner. Below the header is a black bar with the word "Welcome" in white. The main content area has a white background with a black bar at the top containing the text "Welcome". Below this, there is a paragraph of instructions: "Please select an Agency/Organization and Activity below for your Appointment and click the Continue button or find an existing appointment." followed by a note: "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." Below the text is a form titled "Agency/Organization" with a search input field containing "vet" and a dropdown menu showing "DEPARTMENT OF VETERANS AFFAIRS". A blue "Continue" button with a right-pointing arrow is highlighted with a red border.

If you are getting **FINGERPRINTS / PHOTO** taken, select Enrollment and click Continue.

Instructions for scheduling a VA fingerprint or badge appointment

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 →

If you've had fingerprints / photo taken and have been notified by PIV Office to pick up your badge, click Card Pick up then Continue.

Select Activity

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

Enrollment - Take photo and fingerprints, present ID documents

Card Pick Up - Pick up/activate your NEW credential

Select this appointment type if you received a Credential Ready for Pick Up email or other notice to pick up/activate your new credential.

Card Update - Update your EXISTING credential and PIN resets

Continue →

If you have a VA badge and need to update your credentials (name change, etc.), click Card Update.

Instructions for scheduling a VA fingerprint or badge appointment

Select Activity

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

 **Enrollment - Take photo and fingerprints, present ID documents**

Card Pick Up - Pick up/activate your NEW credential

Card Update - Update your EXISTING credential and PIN resets

Select this appointment type if you received a Credential Ready for Certificate Update or other notice to update your existing credential. Select this appointment type to complete certificate updates, rekeys, and PIN resets.

Continue



The next page will help you locate and schedule with your nearest VA Medical Center. PLEASE only select a **Medical Center** – the list may include Federal Center and offices that do not take fingerprints for the VA.

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**.

Instructions for scheduling a VA fingerprint or badge appointment

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

-- OR --

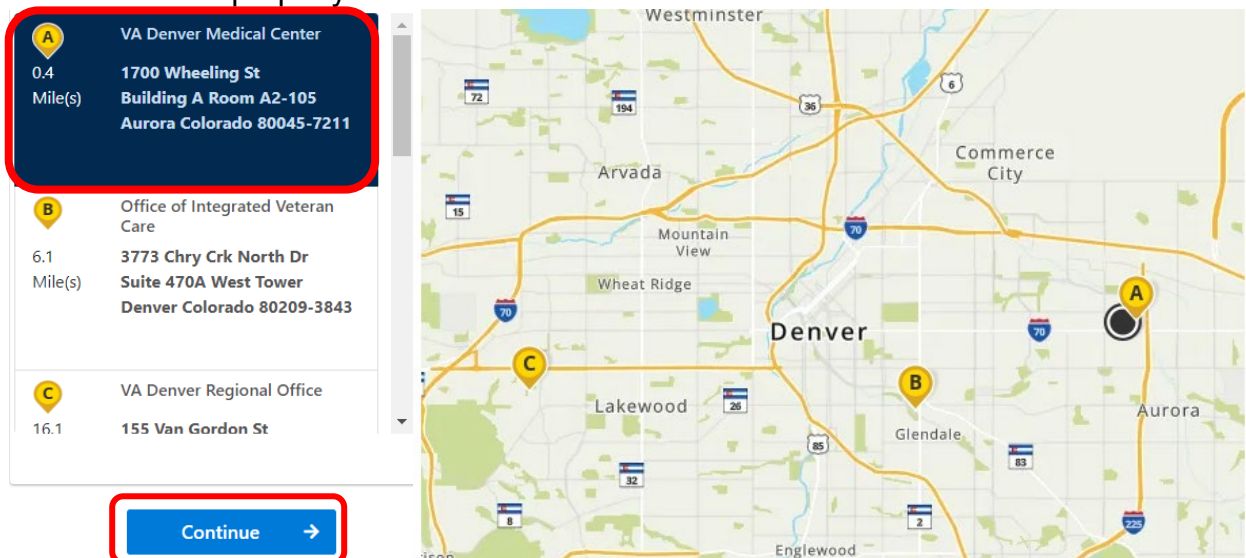
Zip



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.

You MUST select a VA Denver Medical Center.

If you choose another location, they may not be directly connected with the VA and your information may not be forwarded properly.



A VA Denver Medical Center
0.4 Mile(s)
1700 Wheeling St
Building A Room A2-105
Aurora Colorado 80045-7211

B Office of Integrated Veteran Care
6.1 Mile(s)
3773 Chry Crk North Dr
Suite 470A West Tower
Denver Colorado 80209-3843

C VA Denver Regional Office
16.1 Mile(s)
155 Van Gordon St

Instructions for scheduling a VA fingerprint or badge appointment

Before continuing, **double check that the location is a VA Medical Center.**

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 time and click OK.

February 2024										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
28	29	30	31	1	2	3				
4	5	31	6	38	7	38	8	38	9	10
11	12	35	13	30	14	30	15	38	16	17
18	19	38	20	38	21	38	22	38	23	24
25	26	35	27	30	28	30	29	1	2	

February 13, 2024

Available Times

Please Select a Time

- 07:00 AM - 07:30 AM
- 07:15 AM - 07:45 AM
- 07:30 AM - 08:00 AM
- 07:45 AM - 08:15 AM
- 08:00 AM - 08:30 AM

19 38 22 38 26 35 29

OK

Select the date for availability.

February 13, 2024

Available Times

08:00 AM - 08:30 AM

OK

Instructions for scheduling a VA fingerprint or badge appointment

Choose the time, click OK.

Selected Time: Feb 13, 2024 8:00 AM MST — Feb 13, 2024 8:30 AM MST

[Continue](#) →

Review the date and time and click Continue.

Contact Information

Please enter your Contact Information.

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

[Continue](#) →


You'll be asked to review and click to make the appointment. Click Make Appointment.

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Review

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

Activity	Enrollment
Site Address	VA Denver Medical Center BUILDING A ROOM A2-105 AURORA, Colorado 80045-7211, USA
Date & Time	Feb 13, 2024 8:00 AM MST — Feb 13, 2024 8:30 AM MST
First Name	Bob
Last Name	Ross
Phone Number	720-723-7010
Email Address	robertross5656565656@cuanschutz.com
Agency/Organization	DEPARTMENT OF VETERANS AFFAIRS




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@cuanschutz.com**. Please [contact us](#) if you have any questions.



The email should look something like this.

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Working Offline.
The following appointment has been made.

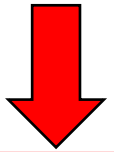
Location/Site: VA Denver Medical Center
Address: 1700 WHEELING ST BUILDING A ROOM A2-105, AURORA, COLORADO, UNITED STATES, 80045-7211
Activity: Enrollment - Take photo and fingerprints, present ID documents
Mobile Credentialing Unit 11: mcuwrk11-104535
Date: Feb 13, 2024 8:00 AM MST
Duration: 30 minute(s)
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 open 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.



Please let Academic Affiliations or your VA Service Contact know when you have completed your fingerprint appointment – send an email to VHAECHAcademicAffiliations@va.gov, or the Service Contact email with your name, Program and the date you completed fingerprints.



DO NOT schedule a badge appointment until after you have received guidance from your VA Sponsor / Service Contact or the PIV Office and have been told to schedule. Thank you.