

Making a Difference....  
Volunteering at the VA Salt Lake City Health Care System  
500 Foothill Drive, Salt Lake City, UT 84148  
(801) 582-1565 - Extension 4699 or 1075

**Step 1:**

**a) Volunteer Packet**

Complete and return the Application (VA Form 10-7055) and Declaration of Federal Employment (OF 306) to the Voluntary Services Office located in Building 8, on the 2nd floor, in person M – F between 8-4 or by email to [VHASLCVoluntaryService@va.gov](mailto:VHASLCVoluntaryService@va.gov)

**b) Background Check & Fingerprinting**

Take your completed Volunteer Fingerprint Request Form to the PIV Office, located in Building 4, 1<sup>st</sup> Floor, Room 1B12 7 a.m. thru 2 p.m. for fingerprinting. You will need to bring two forms of ID, listed on the back side of this document. It will take approximately 2-5 business days for your results to be adjudicated and returned to Voluntary Service. *This process takes approximately 30 minutes, the PIV office takes walk-in's or we can schedule an appointment.*

**c) Employee Health Clearance**

You will be given a packet from the Voluntary Service Office to fill out and take to Employee Health, located in Building 4, 1<sup>st</sup> Floor (south end of the hallway). Bring with you (or email in advance) a copy of your vaccination records. Employee Health may, depending on your vaccination records, require that you have a QTF TB and/or TITER blood draw, as well as receive any mandatory vaccinations that you are missing. This service is provided free of cost, and clearing Employee Health is required prior to Volunteering. *This process takes about 30-45 minutes, Employee Health is by walk-in only 8 a.m to 4 p.m. Monday-Friday.*

**Step 2:**

**a) PIV Badge**

5-12 business days after your fingerprints are complete, you should receive an email stating that you have been adjudicated and you are ready to get your PIV card issued. The PIV office takes walk-ins, or you can contact Voluntary Service to schedule an appointment. Please bring two forms of ID with you, listed on the lower portion of this document. Once you have your PIV badge, contact Voluntary Service to schedule an Orientation. *This process takes approximately 30 minutes, the PIV office takes walk-in's or we can schedule you an appointment.*

**b) Orientation and Assignment Placement**

After you have cleared Employee Health and have a PIV card, Voluntary Service will contact you via telephone or email to schedule an appointment for your orientation and assignment selection. Orientations are scheduled as needed at the Voluntary Services Office, Building 8, 2<sup>nd</sup> Floor, Room 2A07. Contact Voluntary Services at 801-582-1565 ext 4699 to schedule your orientation. *This process takes about 30-45 minutes.*

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**VA Volunteers show veterans that the community remembers them and what they have done for our great country! Thank You!!**

**Applicant Identity Verification** - All potential Volunteers need to present two forms of valid identification (cannot be expired or cancelled) to prove their identity. **At least one of them must be a Picture ID issued by a Federal or State Governmental agency.** Below are the documents which will serve as acceptable proofs of identity.

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 an 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>	<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, 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>

For example, an applicant can provide a U.S. Passport (left column) and a U.S. Social Security Card (right column) **OR** a U.S. Passport (left column) and a U.S. Military card (left column). However, they cannot provide a U.S. Social Security card (right column) and a voter's registration card (right column).