



**DEPARTMENT OF VETERANS AFFAIRS
Hunter Holmes McGuire Medical Center
1201 Broad Rock Boulevard
Richmond VA 23249**

In Reply Refer To: 652/135

McGuire VA Volunteer Background

Thank you for your interest in volunteering at the McGuire VA Medical Center. Please see the information below on our new process for potential Volunteers age 18 and older.

Please select **FINGERPRINT** as the activity type and **VHA** as your organization type.

All applicants are required to self-schedule appointments electronically at <https://va-piv.com> – schedule appointment. The Fingerprint Office is located in room 2K-121, Human Resource Service and can be reached by phone at (804) 675-5000 ext. 3316 for any questions regarding this site.

Fingerprint Office Hours:

Monday and Friday 8:30 a.m. – 4:00 p.m.
Tuesday, Wednesday and Friday 8:30 a.m. – 11:30 a.m.

Upon receiving information on your fingerprinting, potential Volunteers who are cleared will receive notice regarding our upcoming orientation class. You will be notified of your results by e-mail or mail. The amount of time for your being notified will depend on our receiving your clearance from an outside government agency. The complete process to become a volunteer may take approximately 30 days.

Process to become a Volunteer:

- * Register in the Voluntary Service Office - Room 1M-107
- * Complete VAF 10-7055 -(Application for Voluntary Service)
- * Complete fingerprint/background check
- * Attend mandatory orientation
- * Interview process and assignment, TB test, parking decal
- * Information submitted for Volunteer PIV ID Card
- * Schedule appointment for PIV ID appointment

If you have any questions, please contact the Voluntary Service Office at (804) 675-5135 or (804) 675-5107. Our office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.

