



## McGuire VA Volunteer Application Process

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.

All applicants are required to Self-schedule their fingerprint appointment electronically at <https://va-piv.com> – schedule appointment. The Fingerprint office is located in room 2K-121, Human Resource Service.

Please select FINGERPRINT as the activity type. The Agency is VHA and the applicant type is AFFILIATE.

### Office hours:

Monday and Friday

8:30 a.m. – 4:00 p.m.

Tuesday, Wednesday and Thursday

8:30 a.m. – 11:30 a.m.

Upon receiving notification of your fingerprint results, potential Volunteers who are cleared will receive notice to continue with the on-line orientation. Applicants that are not cleared/approved to serve will receive notification via letter.

### **Process to become a volunteer:**

- Schedule fingerprinting appointment at <https://va-piv.com>. The same password will be needed to schedule flash badge (ID) appointment. Please report to Voluntary Service, Room 1M-107 on the date of your fingerprint appointment to provide contact information.
- Upon notification of fingerprint results, complete mandatory orientation on-line at [www.richmond.va.gov](http://www.richmond.va.gov)
- Call to schedule interview at (804) 675-5107
- Bring completed forms from Orientation testing, along with your vehicle registration.
- Complete Interview process and receive assignment, TB test, parking decal
- Complete application for PIV Card and schedule **FLASH BADGE** appointment at <https://va-piv.com>
- Please note that a physical is required for ALL Veteran Transportation Network drivers and parking lot shuttle drivers through Employee Health

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

