What to Expect Before Your First Day
Pre-Employment In Processing

I. Occupational Health
Location: Bldg. 57
Parking: Lot C, D
- Provide immunization history (Measles, Mumps, Rubella, Varicella)
- Provide recent TB skin test (within 3 months)
- If unable to provide above, expect lab work and/or TB testing at pre-placement physical.
- Other lab work or diagnostic tests may be required based on history or physical exam

II. Security Processing
Location: Bldg. 68
Parking: Lot A
- Electronic Fingerprinting
- Provide 2 forms of ID
  See list of allowable IDs
- PIV Card (Personal Identity Verification) required for network access. PIV card is issued at NSO (see right)
- e-QIP packet issued (online questionnaire for background check)

III. New Staff Orientation (NSO)
Location: Bldg. 4 *
Parking: Lot Q, O
- Notification of start date by Human Resources
- Provide 2 forms of ID
  See list of allowable IDs
- SAVAHCS Employee ID card/badge issued; PIV Card issued (for access to restricted areas)
- Voided check, or Routing/Account #, or form from your bank needed for EFT/direct deposit of pay (required)

* Location subject to change on short notice.

Call HR at 520-792-1450, extension 1-1803 for information

Southern Arizona VA Health Care System
content current as of March 2014
**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be UNEXPIRED

Employees may present one selection from List "A," or a combination of one selection from List "B" and one selection from List "C."

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td>1.</td>
<td>A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2.</td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3.</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4.</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>5.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6.</td>
<td>Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
</tbody>
</table>

**LIST B**

Documents that Establish Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**LIST C**

Documents that Establish Employment Authorization

1. Voter's registration card
2. School record or report card
3. Clinic, doctor, or hospital record
4. Day-care or nursery school record

For persons under age 18 who are unable to present a document listed above:

1. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

Table excerpted from USCIS Form I-9, OMB No. 1615-0047. Expires 03/31/2016. For complete form go to: http://www.uscis.gov/sites/default/files/files/form/i-9.pdf Southern Arizona VA Health Care System Content current as of March 2014