



DEPARTMENT OF VETERANS AFFAIRS
James A. Haley Veterans' Hospital
13000 Bruce B. Downs Boulevard
Tampa, FL 33612

In Reply Refer to: 673/05D

March 27, 2014

RE: Background Screening Prior to VA Clinical Rotation

Dear Incoming Resident/Fellow:

Welcome to the James A. Haley Veterans' Hospital (JAHVH). Included below are important details regarding fingerprinting/background screenings, which must be completed prior to your rotation.

Before access to patients or patient information can be approved, a minimum background check must be initiated. All residents/fellows providing service, regardless of duration of residency program, must complete a Special Agreement Check (SAC), which is fingerprinting done through the Office of Personnel Management, prior to entry on duty. At any time if you provide service for 6 months or more, you will be required to complete a full background screening.

All fingerprints will be done electronically at the JAHVH, if possible. You may come by the JAHVH Human Resources Department on Tuesdays between the hours of 8:00am – 11:00am, and on Thursdays between the hours of 12:00pm – 3:00pm to get electronically fingerprinted. If, for some reason, you are unable to come to the JAHVH to get electronically printed on or before your rotation(s), please email [VHATAM FINGERPRINTING](#) for a courtesy fingerprinting appointment. **You will not be fingerprinted on Monday, Wednesday or Friday unless prior arrangements have been made.**

If you are not in the Tampa area, and are closer to another VA facility, please contact the JAHVH Human Resources Department in order to get courtesy fingerprints set up at that VA facility. As a last resort, the Fingerprint Card (SF 87) can be used. You can request this card by emailing [VHATAM FINGERPRINTING](#), and it must be taken to your local Sheriff's Office or Police Department for ink fingerprints. Before submitting the form SF 87, please ensure that all required fields are legibly completed. Required fields are: Last Name, First Name, Middle Name, Social Security Number, Date of Birth, Place of Birth (Indicate State Name or Foreign Country) Sex, Race, Height, Weight, Eye and Hair Color, Residential Address, and Date of Fingerprinting. The Department, Bureau, and Duty Station block should be left blank. Please remember that it will take an additional 2 weeks to process fingerprints that are done this way.

If you have any questions about the fingerprinting requirement or background screening procedures, please contact Jose Ramirez, Security Assistant at extension 6455 or Richard Terwilliger at extension 5174.

Sincerely,
Nicole Bowser
Nicole Bowser
Security Specialist