

## **VALBHS ENROLLMENT INSTRUCTIONS**

All health professions trainees must have their enrollment cleared prior to your VALBHS GME Orientation or the start of your rotation.

***We cannot begin the long process of on-boarding you without first having a cleared background/enrollment check. Please MAKE an appointment for enrollment at <https://portal.usaccess.gsa.gov/scheduler/select-agency>***

- Email [VHALONGME@va.gov](mailto:VHALONGME@va.gov) the day you receive complete your enrollment
- Email us your full name, program and school name, the location and date you completed your enrollment.

### **You may obtain enrollment at any VA Hospital**

Make sure you are aware of that facility's hours of operation and procedures, so you do not waste a trip. For "Enrollment purposes" Simply provide them with the following numbers

SON:1513

SOI:VAG6

Email us immediately after you complete your enrollment.

VALBHS Hours of Operation

5901 East 7<sup>th</sup> Street, Long Beach, CA 90822 Bldg. 165, 2<sup>nd</sup>  
Floor, Room C214

Mon-Thurs 8:00am-11:00am, Closed 11:00am-1:00pm

Fridays 7:30am-11:30am, Closed 1:00-3:00pm

Bring two (2) form of valid, unexpired government ID.

SCHOOL ID's are NOT accepted. NO pictures or paper copies of your ID will be accepted.

"Primary Identity Source Document" Please choose from the list below:

- A U.S Passport or U.S. Passport Card
- A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- A foreign passport
- An Employment Authorization Document that contains a photograph (Form I-766)
- A Driver's license or an ID card issued by a State or possession of the United States provided it contains a photograph
- A U.S. Military card
- A U.S. Military dependent's ID card
- A PIV Card

**Naturalized Citizen:** must bring your United States Passport or a certificate of U.S. Citizenship (Form N-560 or N-561) with picture.

***\*\*ALERT\*\* Residents will not receive their picture, badge, or computer access during VALBHS GME Orientation if your enrollment has not cleared. Have your enrollment completed ASAP. Email [VHALONGME@va.gov](mailto:VHALONGME@va.gov) the day you complete your enrollment. Email us you full name, program and school name, date you completed your enrollment, and location you obtained them.***