

VA PITTSBURGH MEDICAL CENTER
MEDICAL TRAINEE DOCUMENTS CHECKLIST

Housestaff Name: _____ **Sex:** M F

Program: Med-Student Acting Intern [Med-Specialty Student Specialty: _____]

The following *Without Compensation (WOC) Appointment Letter* forms must be submitted to the VA Coordinator a minimum of three weeks prior to your start date!

TWO forms of ID must be included with your WOC forms so VA Coordinator can verify your identity

| Form/Document | Must use FULL name on forms. (First, Middle, Last.) Use NMN for No Middle Name. Complete All Forms | |
|--|---|---|
| Patient Abuse form | <input type="checkbox"/> | |
| SF-61: Appointment Affidavits | <input type="checkbox"/> | Notarization IS NOT required. Please leave department or agency line blank |
| Form 306: Declaration for Federal Employment | <input type="checkbox"/> | Ensure you sign both lines 17a & 17b on Pg 2, DO NOT DATE |
| VA Form 10-2850D: Application for Health Professions Trainees | <input type="checkbox"/> | |
| (COPIES of Passport OR SS Card AND Driver's License) Copy of Passport is preferred | <input type="checkbox"/> | Copies of 2 forms of ID for Proof of identity must be submitted with your WOC forms packet |
| Proof Of ID: Use PIV Credential Identity Verification Matrix to determine acceptable forms of ID. A copy of the user's passport is preferred, if available. | <input type="checkbox"/> ID'S | |
| Selective Service Statement | <input type="checkbox"/> | Males Only! |
| TMS Training Certificate (Mandatory Training for Trainees- MTT) | <input type="checkbox"/> | https://www.va.gov/oa/mandatory-training.asp |
| Form 1400: HPT Testing Acknowledgement | <input type="checkbox"/> | |
| Universal Fingerprint Form | <input type="checkbox"/> | Must take with you for fingerprints |
| Fingerprints | <input type="checkbox"/> | Must be done within 120 days |
| VA Form 0711: Request for Personal Identity Verification (PIV) Card | <input type="checkbox"/> | Highlighted entries only! (don't forget Pg. 2, entries 3-9) |
| Foreign National Applicants, there will be additional paperwork to be completed, once I start processing your packet. | <input type="checkbox"/> | Online EQUIP will be done prior to PIV card being issued |

Questions?

Email Shawnelle Bryant
Education - Resident Coordinator: Shawnelle.Bryant@va.gov
Ph: 412-360-6584

PIV Credential Identity Verification Matrix

All identity source documents shall be bound to the applicant and shall be neither expired or cancelled. **PIV and Non-PIV credentials require two forms of identification, one primary and one secondary. The secondary identity source document may be from the primary or secondary list, but if from the primary list it cannot be of the same type as the primary identity source document example.**

Flash Badges may be issued following review of a single primary or secondary identity document including applicant photograph. [FIPS 201-2](#)

| Primary Identity Source Document | Secondary Identity Source Document |
|---|--|
| <ul style="list-style-type: none"> • 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 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 | <ul style="list-style-type: none"> • A U.S. Social Security Card issued by the Social Security Administration • An original or certified copy of a birth certificate issued by a state, county, municipality authority, possession or outlying possession of the U.S. bearing an official seal • An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph • A voter's registration card • A U.S. Coast Guard Merchant Mariner Card • A Certificate of U.S. Citizenship (Form N-560 or N-561) • A Certificate of Naturalization (Form N-550 or N-570) • A U.S. Citizen ID Card (Form I-197) • An Identification Card for Use of Resident Citizen in the United States (Form I-179) • A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350) • A Temporary Resident Card (Form I-688) • An Employment Authorization Card (Form I-688A) • A Reentry Permit (Form I-327) • A Refugee Travel Document (Form I-571) • An Employment authorization document issued by Department of Homeland Security (DHS) • An Employment Authorization Document issued by DHS with photograph (Form I-688B) • A driver's license issued by a Canadian government entity • A Native American tribal document |