SECURITY ALERT!

All Medical Students who will rotate to the Edward Hines VA are required to have fingerprints taken. If you are able to do this prior to July 28, 2014 (first day of Orientation), that would make the process easier. Please bring the Special Agreement Check (SAC) form with you.

PLEASE READ THE FOLLOWING CAREFULLY

1. If you are in the local area and can go to Hines VA to be fingerprinted, no appointment is necessary. Fingerprinting can be completed during the following times:
Monday to Friday from 8:00am-4:00pm. Location Bldg.17 Human Resources.

2. If you have been fingerprinted at the VA in past, you will be required to fingerprint again.

3. If you are not in Chicago or near Hines, you can have your fingerprints done at a local VA Hospital. Please note that you will have to arrange an appointment with the Human Resources Office at the local VA Hospital. Bring this Security Alert with you. The local VA will need the following codes to ensure your fingerprinting results reach the Suitability Specialist at Hines VA.

   **SOI: VAA7;  SON: 1255;  OPAC: 3600 1200**

4. If you go to a VA Hospital other than Hines, please be sure to ask for a copy of your SAC form before you leave. The same day, scan the form and email it to: Annia.Johnson@va.gov and copy mavanhouten@luc.edu. Bring the paper copy of the SAC with you to Orientation and submit it with the other forms.

THANK YOU FOR YOUR COOPERATION
HINES VA STAFF