

**Integrated Critical Staffing Program (ICSP)  
Staff Onboarding Pre-Questionnaire**

Hello and welcome! The VA PIV onboarding process involves various touchpoints. To begin onboarding, set up your VA profile and initiate your fingerprint sponsorship, complete this preliminary questionnaire and return it to your company recruiter/contact(s).

Please answer **all** questions below:

**Full Legal Name (First, Middle, and Last Name):**

**Gender:** Female ( ) Male ( )

**Full SSN:**

**Date of Birth:**

**Marital Status:** Never Married ( ) Married ( ) Divorced ( ) Widowed ( ) Separated ( )

**Address:**

**Email:**

**Primary Phone #:**

**Previous Names/Aliases:**

**US Citizen:** Yes ( ) No ( )

If no, please provide legal resident status:

Alien Registration #:

**City/State of Birth:**

**Country of Birth:**

**Title/Position Applying for:**

**Please provide your preferred VA Fingerprint Location here:** \_\_\_\_\_

**Note:** ONLY VA locations are acceptable for fingerprints, see below link to find your nearest office.

- **VA Central Office (VACO):** [VACO Fingerprint Office, 810 Vermont Ave \(office365.com\)](#) **Please use this link for appointments at the 810 Vermont Ave, NW, Washington, DC only.**
- **For all other locations, please use USAccess linked here:** [AI Scheduler \(gsa.gov\)](#)  
Clicking this hyperlink will take you to the USAccess scheduling portal where you can locate your nearest credentialing site. If prompted for an 'Agency/Organization,' please ensure you select 'Department of Veterans Affairs' from the dropdown menu.

**Please Note:** Once you are sponsored to have your fingerprinting completed, you will receive an email from VA to schedule an appointment at your preferred fingerprinting location.