



# VA GUIDE TO DOD INSTALLATIONS ACCESS FOR MEDICAL APPOINTMENTS



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## STEP ONE:

### OBTAINING A VA HEALTH IDENTIFICATION CARD (VHIC)

A Veteran Health Identification Card (VHIC) is a photo ID card you'll use to check in at your VA health care appointments. But more importantly, it is your DoD-approved credential to provide your identity and purpose to access military installations for your medical appointment for joint facilities and referrals.



#### In Person

[Contact your nearest VA medical center](#) and ask to speak with the enrollment coordinator. Ask the coordinator to help you arrange to get your photo taken for your new VHIC. You can also ask for help getting your photo taken at your next VA health care appointment. Bring a current, unexpired ID to your photo appointment:

- State-issued Driver's License, or
- U.S. Passport, or
- Federal, State, or Local Government-issued photo ID showing your name, address, and date of birth

#### Online

Sign-in to [AccessVA](#) to request your VHIC. You'll need a [Login.gov](#), [ID.me](#), [DS Logon](#), [MyHealthVet](#), or [Department of Defense Common Access Card \(CAC\)](#) account. If you don't have any of these accounts, you can create a new one. Follow the instruction on the sign-in page to register for a sign-in partner.

## STEP TWO:

### ESTABLISHING REOCCURRING BASE ACCESS WITH YOUR VHIC

Procedure for establishing base access may slightly vary depending on Base Commanders' Policy and Force Protection (FP) posture. **PLAN AHEAD!** Call your Visitor Control Center (VCC) for hours and information for enrollment. Best practices state to enroll your VHIC well before your first medical appointment, same day enrollment may cause delays in arriving on time for your appointment.



#### Enrollment

Proceed to the Visitor Control Center where your medical facility is located. Present your VHIC. It must state you are enrolled in VA healthcare.

- **VALIDATE YOUR IDENTITY**
- **BACKGROUND CHECK**  
Background check will take place within the Visitor Control Center. The process should take about 10-15 minutes.
- **PURPOSE FOR ACCESS**  
The VHIC establishes purpose only at installations that have a medical treatment facility, and establishes their purpose both for the cardholder and for the cardholder's accompanying caregiver.

Veterans who meet these three criteria and anticipate future visits can enroll for future unescorted access.

#### Establishing Credentials at Other Facilities

An individual who has been granted un-escorted access to, and enrolled at, one installation might not be granted access to another installation. Check with the VCC prior to arriving at the gate to save time and effort.

## STEP THREE:

### GETTING THE VETERAN TO THEIR MEDICAL APPOINTMENT

#### Caregivers

Caregivers seeking access under Section 621 of the John S. McCain National Defense Authorization Act (NDAA) for FY2019 may present a valid DoD credential with accompanying Veteran's VHIC to facilitate recurring access and continuous vetting for background checks.

#### Guests

**Veterans with a VHIC credential cannot escort other guests on military installations.** Accompanying guest may however, access facilities, provided accompanying visitors otherwise meet the requirements for access at the VCC as described above.



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