

First Day Instructions – Orlando VA

When you get to the front gate, ask the guards where you should park. The maps do not have all specifics on there, but it will assist, make sure to print these because it is easy to get lost here. Please note parking is very difficult so plan to be as early as possible so you are not late to training. Please print these instructions so that you will not forget the process on your first day.

LOCATION: 13800 Veterans Way
Orlando, FL 32828

Swearing in- 4th floor, Executive Suite
Badging- 2nd floor, room 2K502

PHONE: Fingerprint/badge: 407.631.2636
Swearing in: 407.631.0005

Please note:

** Anyone in the security office will be able to assist you with badging.

WHAT TO TAKE:

**Two forms of ID from the acceptable document list, must be the actual documents and not a copied version of them (See Employee Eligibility Verification form [Form I-9]).

WHAT'S NEXT:

1. After you receive your badge, please go to HR in the Executive Office Suites on the 4th floor.
2. Theora Brooks will assist in finalizing your in-processing paperwork.