



## West Virginia Statewide Search Instructions

**Summary** – The state of West Virginia requires fingerprints be obtained in order to submit a statewide criminal background check for processing. To schedule an appointment, or to obtain instructions for those who are not able to be fingerprinted in West Virginia, please click on the below link.

<https://uenroll.identogo.com/>

\*Please note that a fee will need to be paid in order to have fingerprints taken whether it's done electronically or by getting fingerprint cards. The fee may vary depending on the agency handling the request.

### To schedule an appointment

On the IdentoGO site, enter service code 228QQN and hit GO. There will be 9 tabs to complete. Each tab has required fields that will need information entered in order to move to the next screen. The required fields will have a red asterisk symbol next to them.

A screenshot of the IdentoGO website. At the top, it says "Enter your Service Code to get started." Below that is a search bar with "228QQN" and a "GO" button. A link "Don't know your Service Code? Contact your agency or click here." is shown. A message "Identogo® has a growing number of convenient locations across the U.S. to meet your identity-related needs." is displayed. Below this, there are two main buttons: "Check the Status of your Service" with a checkmark icon and "Manage an existing Appointment" with a calendar icon. A message "We provide the following additional services:" is followed by four service icons: "State History Check" (file icon), "FBI History Check" (FBI logo), "Fingerprint Cards" (grid icon), and "Photo Services" (camera icon).

Identogo® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

**Check the Status of your Service**  
Check your status or reprint your cardscan registration form.  
For additional help, call 855.845.7434.

**Manage an existing Appointment**  
Reschedule an existing appointment or schedule a retake.

We provide the following additional services:

**State History Check**  
Request a copy of your criminal history record from a participating State.

**FBI History Check**  
Request a copy of your criminal history record from the FBI.

**Fingerprint Cards**  
Collect your fingerprint images for a fingerprint card (FD-258).

**Photo Services**  
Two professional 2x2 photos for passport and visa documents.

Select the Schedule or Manage Appointment link.





## 228QQN - West Virginia Employer Record Check

[◀ Back to Home](#)



[Schedule or Manage Appointment](#)

Schedule an in-person appointment or change an existing appointment.

Fill out all of your information on each tab.

**\*On the Employer tab, please list First Advantage as the employer. The below contact information should be entered. This will ensure that the state agency sends the results of the background check to First Advantage.**

First Advantage Attn: CRRG

Country: United States

11800 Exit 5 Parkway, Suite 120

Fishers, IN 46037

**Please do not send checks or money orders to First Advantage.**

On the Location tab, enter in either a zip code, city and state or airport code to schedule your appointment. Once you have found your desired location, click on the location and select the Next button.



Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

**Note:** Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5

Location	Address	Next 7 Days	Distance
▼ Murfreesboro, TN	531 N Thompson Lane	186 appointments available	176.23 mi
📍 IdentoGO 531 N Thompson Lane Murfreesboro, TN 37129-4313	Hours: Monday - Friday: 08:30 AM - 12:00 PM & 12:30 PM - 05:00 PM  ADDITIONAL FEES FOR THIS LOCATION Out Of State Fee: \$39.95		<a href="#">Next &gt;</a>
▶ Rock Hill, SC	1742 Herlong Village Dr	188 appointments available	188.9 mi
▶ Nashville, TN	2365 Murfreesboro Pike	271 appointments available	195.78 mi

On the Date and Time tab, use the drop down options to select a date and time for your appointment. Once both are selected, click on the Submit button.

**IdentoGO**

Eng

228QQN - West Virginia Employer Record Check

Address      Documents      Location      Date and Time

\* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date      Select Time

-- Choose One --      -- Choose One --

Location Details:

📍 IdentoGO  
531 N Thompson Lane  
Murfreesboro, TN 37129-4313

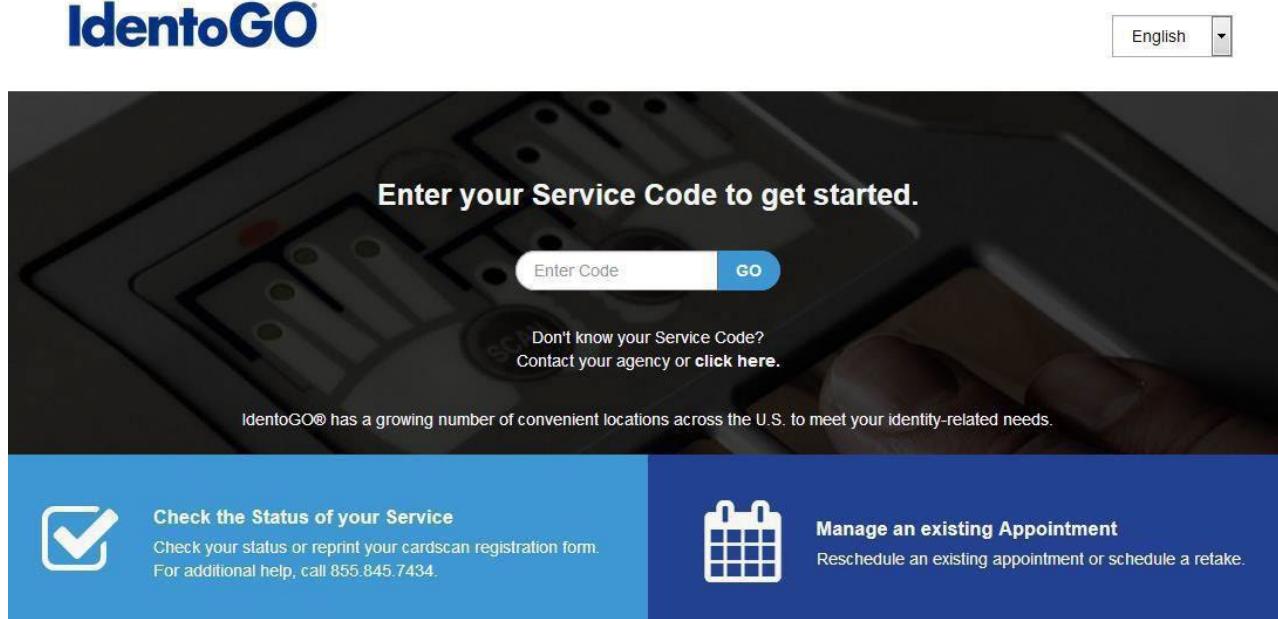
ADDITIONAL FEES FOR THIS LOCATION  
Out Of State Fee:  
\$39.95

[Cancel](#)      [Back](#)      [Submit](#)

**For out of state applicants**



The state strongly encourages you to visit an enrollment center, but if you are unable to do so, please click on the link below. **Fingerprints must be submitted using the FD-258 fingerprint card.** To obtain the card, please email [FishersClinicalServicesShipping@fadv.com](mailto:FishersClinicalServicesShipping@fadv.com). Once you have the fingerprint card, please contact a local police agency and request an appointment to have your fingerprints taken. The service code that needs to be entered is “228QQN”



The screenshot shows the IdentoGO website. At the top, there is a logo and a language selection dropdown set to English. The main heading is "Enter your Service Code to get started." Below it is a search bar with "Enter Code" and a "GO" button. A sub-instruction says "Don't know your Service Code? Contact your agency or [click here](#)." A note at the bottom states "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." The bottom section is divided into two parts: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon).

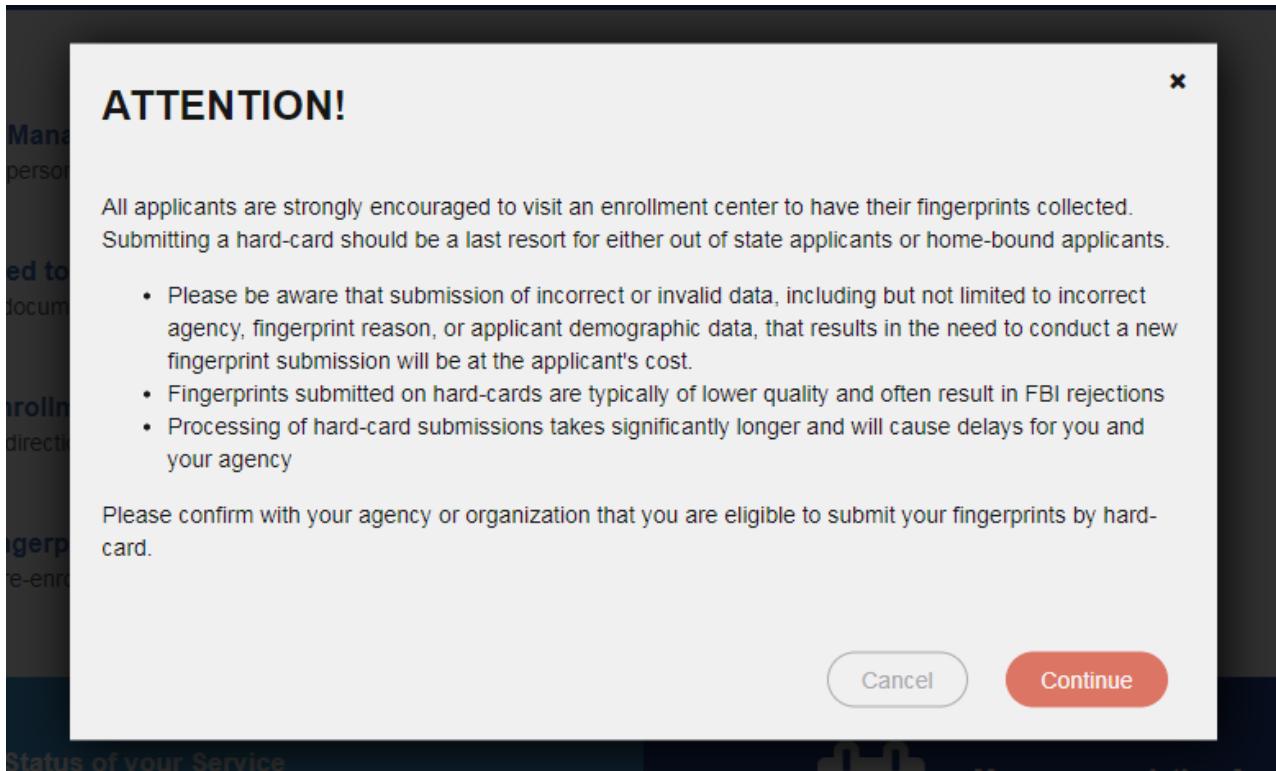
The next step would be to click on the Submit a Fingerprint Card by Mail option.



The screenshot shows the IdentoGO website for the "228QQN - West Virginia Employer Record Check". At the top, there is a "Back to Home" link and a language selection dropdown set to English. The main content area includes sections for "Schedule or Manage Appointment" (with a link to "What do I need to bring to enrollment?"), "Locate an Enrollment Center" (with a link to "Submit A Fingerprint Card by Mail"), and "Submit A Fingerprint Card by Mail". A red arrow points to the "Submit A Fingerprint Card by Mail" section.



After clicking on this option, the below pop up message will appear. Please click on Continue to proceed.



There will be 7 tabs of information to complete. Each tab has required fields that will need to be entered in order to move to the next tab. The required fields will have a red asterisk symbol next to them.

**\*On the Employer tab, please list First Advantage as the employer. The below contact information should be entered. This will ensure that the state agency sends the results of the background check to First Advantage.**

First Advantage Attn: CRRG

Country: United States

11800 Exit 5 Parkway, Suite 120

Fishers, IN 46037

Once you have submitted your payment you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit the page along with your fingerprint card for processing.



The final document will appear similar to the screen print below. Please mail this form along with the other required information to the below address. Applicant must submit the original signed and completed registration form along with fingerprints.

**\*Please send via UPS, FedEx or USPS and request a tracking number. Note: please do not send any checks or money orders to First Advantage.**

First Advantage

Attn: CRRG

11800 Exit 5 Parkway, Suite 120

Fishers, IN 46037

PROCESSING - AN EXAMPLE OF THE FINAL DOCUMENT SHOULD LOOK

1 (of 4) - REVIEW INFORMATION

Date	04/10/2018
UE ID	Unique Applicant UE ID
Applicant:	Applicant Name
Service	Service Code and Sample Agency
Total Due	\$0.00
Payments	
Card (1111)	Total Charged to Credit Card
Auth Number	Credit Card Authorization Number
Amount Paid as of	Amount Paid



U2VV-12VNU9

2 (of 4) - SIGN AUTHORIZATION:

I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police and/or the FBI in the Automated Fingerprint Identification System and that my fingerprint image will be stored electronically on site in a secure manner for Rap Back purposes. I certify that this is for official business and I am authorizing the below named agency/individual to obtain any record found.

PRIVACY ACT STATEMENT:

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to list this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



