

West Virginia Statewide Search Instructions

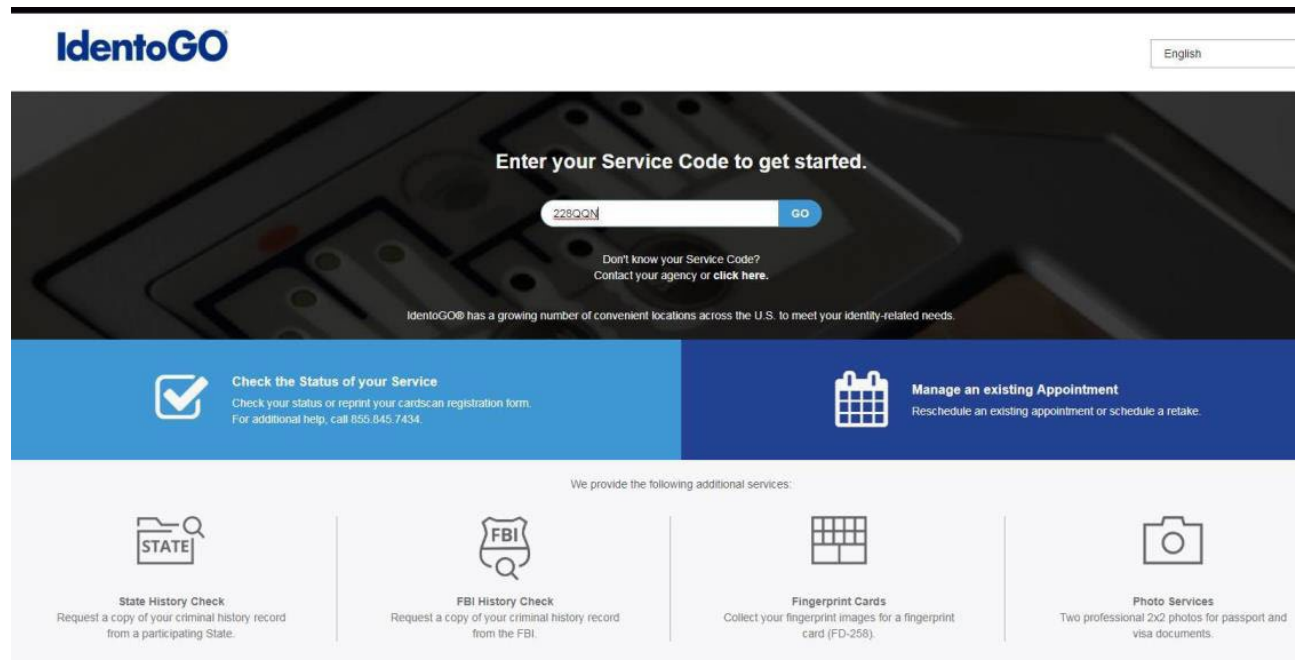
Summary – The state of West Virginia requires fingerprints be obtained in order to submit a statewide criminal background check for processing. To schedule an appointment, or to obtain instructions for those who are not able to be fingerprinted in West Virginia, please click on the below link.

<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.



The screenshot shows the Identogo website interface. At the top, the "Identogo" logo is on the left, and a language selector set to "English" is on the right. The main header area has a dark background with the text "Enter your Service Code to get started." Below this is a text input field containing "228QQN" and a blue "GO" button. A link "Don't know your Service Code? Contact your agency or [click here.](#)" is positioned below the input field. A small note states "Identogo® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below the header is a navigation bar with two main sections: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon). Below this, a section titled "We provide the following additional services:" lists four services: "State History Check" (with a folder icon), "FBI History Check" (with an FBI shield icon), "Fingerprint Cards" (with a grid icon), and "Photo Services" (with a camera icon).


Identogo English


Enter your Service Code to get started.

228QQN GO


Don't know your Service Code?
Contact your agency or [click here.](#)


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

All Locations will be closed Thanksgiving Day, Thu, 22 Nov 2018, unless otherwise indicated

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

Next >

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

-- Choose One --

Select Time

-- 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

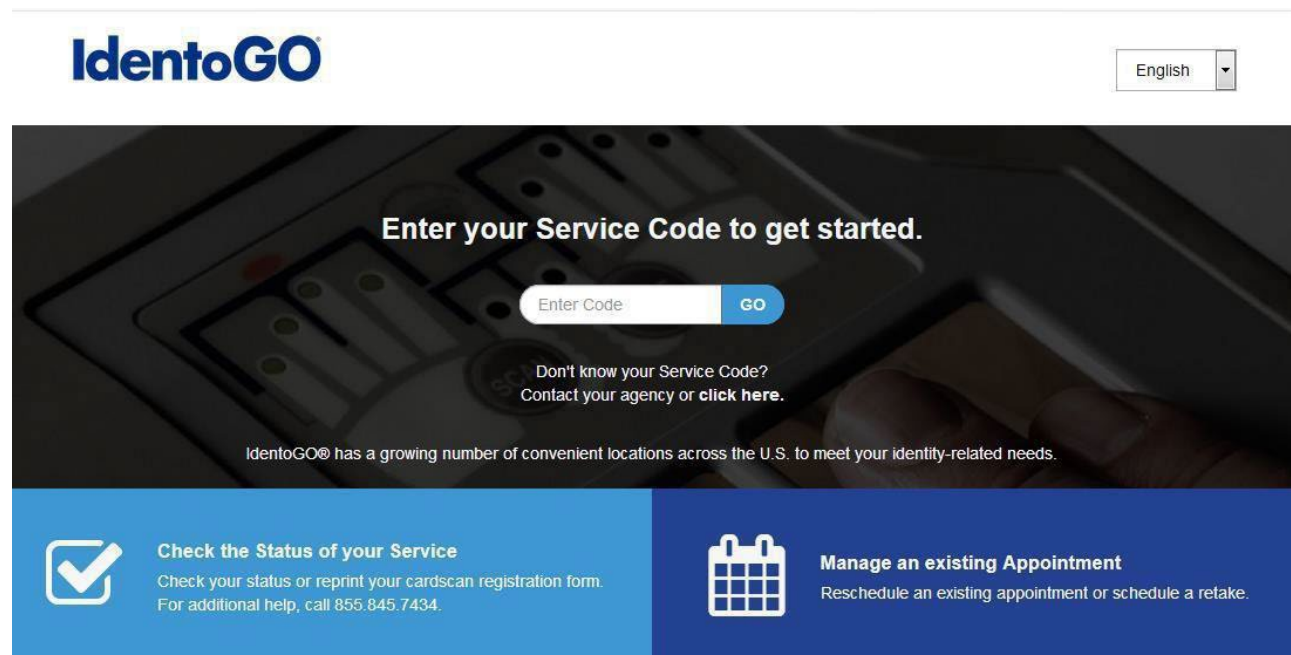
< Back

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. 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 image shows the IdentoGO homepage. At the top left is the IdentoGO logo. At the top right is a language dropdown menu set to "English". The main header area has a dark background with a fingerprint scanner image and the text "Enter your Service Code to get started." Below this is a text input field labeled "Enter Code" and a blue "GO" button. Underneath the input field, it says "Don't know your Service Code? Contact your agency or [click here.](#)". At the bottom of the header, it says "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below the header are two blue action boxes. The left box has a checkmark icon and the text "Check the Status of your Service" followed by "Check your status or reprint your cardscan registration form. For additional help, call 855.845.7434." The right box has a calendar icon and the text "Manage an existing Appointment" followed by "Reschedule an existing appointment or schedule a retake."

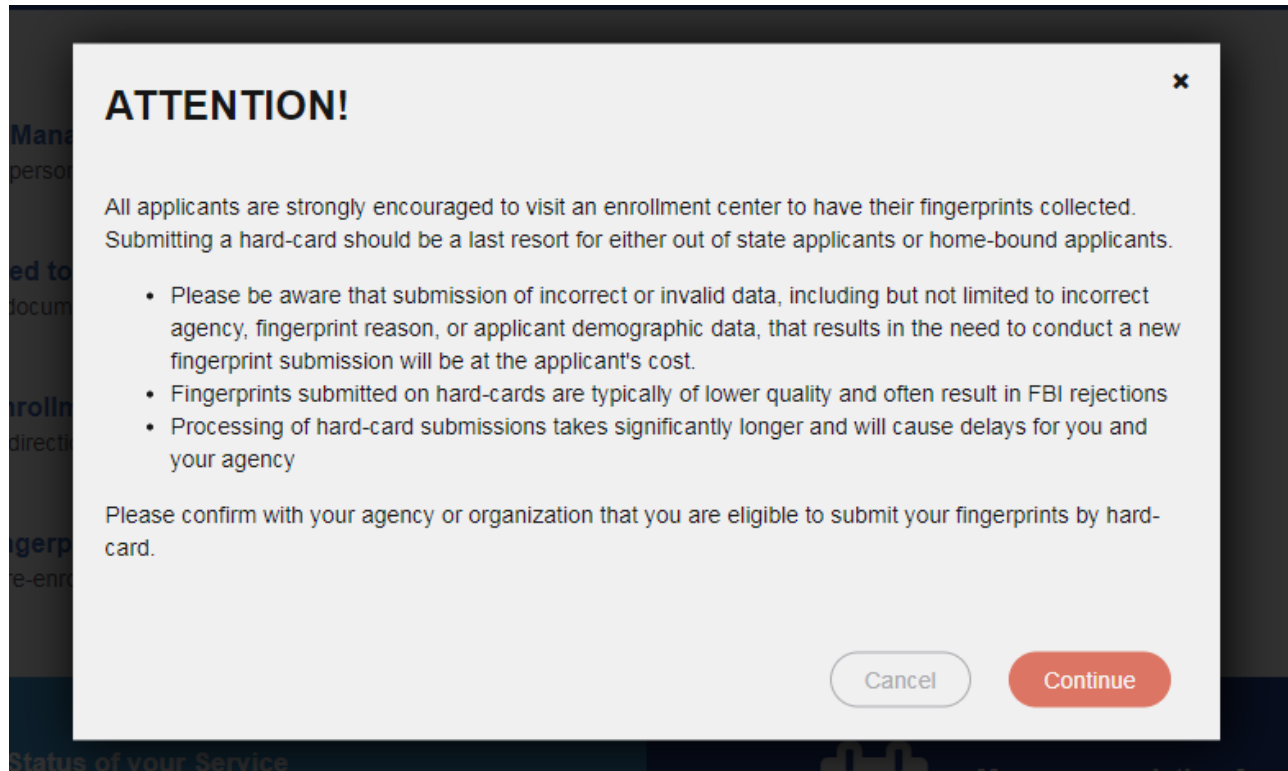
The next step would be to click on the Submit a Fingerprint Card by Mail option.



The image shows the IdentoGO page for "228QQN - West Virginia Employer Record Check". At the top left is the IdentoGO logo. At the top right is a language dropdown menu set to "English". Below the header is a blue banner with the text "228QQN - West Virginia Employer Record Check". Below the banner is a "Back to Home" link. The main content area has a light gray background. It contains four options, each with a blue arrow icon pointing right. The first option is "Schedule or Manage Appointment" with the subtext "Schedule an in-person appointment or change an existing appointment." The second option is "What do I need to bring to enrollment?" with the subtext "Find out which documents you need to bring to the enrollment center to facilitate processing." The third option is "Locate an Enrollment Center" with the subtext "Locate and get directions to an enrollment center near you." The fourth option is "Submit A Fingerprint Card by Mail" with the subtext "Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail." A red arrow points to the "Submit A Fingerprint Card by Mail" option.



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 screen is shown below.

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: x/xx/xx	Amount Paid:



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 images 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 statute, 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 use 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.



