BACKGROUND/FINGERPRINT PROCESS

This is a <u>requirement </u>for NEW enrollees with WVBTT.

How to obtain a Criminal Background Records Check for WVBTT

Pre-registration is required for service through IdentoGO. There are various locations throughout the state. These are listed at the end of this information.

Completing On-line enrollment information

- ✓ Please visit **IdentoGO** at www.identogo.com.
- ✓ Enter your Zip Code or enter State name.

On next page, *IdentoGO West Virginia*, scroll down the page to **Enrollment Services**

- ✓ Select **Digital Fingerprinting**

When asked, enter your **Service Code** to get started.

- ✓ WVBTT Service Code: **228QQN**

228QQN - West Virginia Employer Record Check – (*you can access direct from this link as well!)*

Select **Schedule or Manage Appointment**

Screen 1 - Begin completing application with personal information required.

Screen 2 – Enter Employer information

> **EMPLOYER NAME:**   WVBTT Practitioner Enrollment Unit
> **COUNTRY:**   United States
> **ADDRESS LINE 1**:   CFO PRACTITIONER ENROLLMENT
> **ADDRESS LINE 2:**   P.O. Box 29134
> **CITY:** Shawnee Mission   **ZIP:** 66201-9134
> **STATE:** KS

Continue completing each step of the application including date and time you wish to visit your chosen location.

Cost for Services

- ✓ **Cost for this service is: $32.50.** The required fee is to be paid at the time you complete your services on-line or at an enrollment center. The applicant's name must be on the credit card.

- ✓ The following methods of payment are accepted: Business Check, Money Order or Credit Card (Visa MasterCard Discover American Express)

- ✓ **T**o check the Status of your Service or for additional help **call 855-845-7434**

Enrollment Center
Location Listing for WV
Locations are subject to change without notice.

Visit http://www.identogo.com/ to verify location and schedule.

Site Directions/Hours

Beckley IdentoGo 351 Prosperity Road Beckley, WV 25801	**Monday-Friday** 9:30am-4:30pm
Bridgeport IdentoGo 1515 Johnson Avenue Bridgeport, WV 26330	**Tuesday - Wednesday** 8:00am - 1:00pm & 2:00pm - 4:00pm
Chapmanville IdentoGo 8 Airport Rd. Chapmanville, WV 25508	**Monday - Friday** 9:00am – 4:00pm
Elkins **IdentoGo** 106 2nd Street Elkins, WV 26241	**Tuesday:** 9:00am-4:00pm
Franklin IdentoGo 68 Good Samaritan Dr. Franklin, WV 26807	**Tuesday** 8:00am - 12:00pm
Hamlin IdentoGo 360 Main Street Hamlin, WV 25523	**Monday – Friday** 8:30 am – 11:00 am & 11:30 am – 3:30 pm
Kenova IdentoGo 1401 Chestnut Street Kenova, WV 25530	**Tuesday & Thursday** 9:00am – 12:00pm & 1:00pm - 4:00pm
Keyser IdentoGo 875 S Mineral St Keyser, WV 26726-2860	**Wednesday - Thursday** 8:10am-12:00pm & 12:40pm – 2:50pm
Kingwood IdentoGo 108 Senior Center Drive Kingwood, WV 26537	**Monday - Friday** 9:00am - 3:00pm
Lewisburg IdentoGo 1108 E. Washington St. Lewisburg, WV 24901	**Monday – Friday** 8:30AM-3:30PM
Marlinton IdentoGo 20626 Seneca Trail Marlinton, WV 24954	**First Monday of each month:** 9:00AM-12:00PM & 1:00PM-4:00PM

Enrollment Center
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Site Directions/Hours

Martinsburg **IdentoGo** 121 N Queen St Martinsburg, WV 25401-3311	**Monday - Friday** 9:00am-1:00pm & 1:30pm-5:00pm
Morgantown IdentoGo 889 Mylan Park Lane Morgantown, WV 26501	**Monday & Wednesday** 9:00am - 12:30pm & 1:30pm - 3:30pm
New Cumberland IdentoGo 647 Gas Valley Road New Cumberland, WV 26047	**Tuesday** 9:00am, 11:30am, & 12pm-3:00pm
New Martinsville IdentoGo 145 Paducah Drive New Martinsville, WV 26155	**1st Monday of the month:** 9:00am-12:00pm & 1:00pm-4:00pm
Parkersburg IdentoGo. 1024 7th Street Parkersburg, WV 26101	**Monday & Wednesday** 9:00am – 12:pm & 1:00pm – 3:00pm **Friday** 8:30am - 12:00pm &1:00pm - 3:30pm
Point Pleasant **IdentoGo** 508 Viand Street Point Pleasant, WV 25550	**Wednesday & Friday** 10:00am - 4:00pm
Princeton IdentoGo 215 South Walker Street Princeton, WV 24740	**Monday-Wednesday** 10:00am-11:30am & 11:40am-3:00pm
South Charleston IdentoGo 107 MacCorkle Avenue SW South Charleston, WV 25303	**Monday - Friday** 8:30am-1:00pm & 1:30pm-4:00pm
Spencer IdentoGo 813 Capitol Street Spencer, WV 25276	**Wednesday** 10:00am-12:00pm & 1:00pm-3:00pm
Summersville IdentoGo 500 Main Street Ste 106 Summersville, WV 26651	**Tuesday & Thursday** 9:00am – 12:00 & 12:30pm - 3:00pm
Sutton IdentoGo 101 2nd Street Sutton, WV 26601	**Every 1st Friday** 9:00am - 12:30pm 1:00pm - 3:30pm
Welch IdentoGo 148 McDowell Street Welch, WV 24801	**Thursday** 10:00am - 12:00pm 12:30pm - 4:00pm

Enrollment Center
Location Listing for WV
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Site Directions/Hours

Weston IdentoGo 171 W Second St Weston, WV 26452-1665	**Monday:** 9:00am-12:00pm & 1:00pm-3:00pm
Wheeling IdentoGo 111 19th Street Wheeling, WV 26003	**Tuesday** 12:00pm – 5:00pm **Friday** 8:00am – 1:00pm
White Hall IdentoGo 11 Middletown Rd White Hall, WV 26554	**Monday- Wednesday** 9:00am – 12:00pm & 1:00pm – 4:00pm