



BACKGROUND / FINGERPRINT PROCESS

This is a requirement 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)
- ✓ To 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 IdentGo AAA Club Alliance 1004 N Eisenhower Beckley, WV 25801	Monday-Friday 10 am - 12 pm & 12:30pm – 4pm
Bridgeport IdentGo 105 Platinum Drive Bridgeport, WV 26330	Monday-Wednesday 9:am – 3:00pm
Bridgeport IdentGo 138 Barnett Run Road Bridgeport, WV 26330	
Chapmanville IdentGo 8 Airport Rd. Chapmanville, WV 25508	Monday - Friday 9:00am – 4:00pm
Charleston IdentGo AAA Club Alliance 1000 Parkway Rd, Ste A Charleston, WV 25309	Monday-Friday 9am-12pm & 12:30 – 5pm Saturday 10am-1pm
Chester 230 Alba Avenue Chester, WV 26034	Monday & Wednesday-Thursday 9am-12:30pm & 1:00pm – 3pm
Elkins IdentGo 304 Railroad Avenue Elkins, WV	Tuesday Thursday 9am – 4pm 9am - 2pm
Franklin IdentGo 68 Good Samaritan Dr. Franklin, WV 26807	Tuesday 8:00am - 12:00pm
Hamlin IdentGo 360 Main Street Hamlin, WV 25523	Monday – Friday 8:30 am – 11:00 am & 11:30 am – 3:30 pm
Huntington IdentGo 5317 Cherry Lawn Road Huntington, WV 25705-2032	Monday – Friday 9:30AM – 12:00PM & 1:00PM – 4:30PM

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Site Directions/Hours

Keyser Identogo 875 S Mineral St Keyser, WV 26726-2860	Wednesday - Thursday 8:00am-12:00pm & 12:30pm – 3:00pm
Kingwood Identogo 108 Senior Center Drive Kingwood, WV 26537	Monday - Friday 9:00am - 3:00pm
Lewisburg Identogo 1108 E. Washington St. Lewisburg, WV 24901	Tuesday - Wednesday 8:30AM-3:30PM
Marlinton Identogo 320 9 th Street Marlinton, WV 24954	Last Thursday of each month: 9:00AM-12:00PM & 12:30PM-4:00PM
Martinsburg Identogo 284 Retail Commons Pkwy Martinsburg, WV 25403	Tuesday 9:00am-12:00pm & Thursday 1:00pm-5:00pm
Martinsburg Identogo 3051 Winchester Avenue Martinsburg, WV 25401-3311	Tuesday - Friday 9:00am-12:00pm & 1:00pm-4:00pm
Morgantown Identogo 889 Mylan Park Lane Morgantown, WV 26501	Monday & Wednesday 9:00am - 12:30pm & 1:30pm - 3:30pm Thursday 9am – 12:30pm
Morgantown Identogo 482 Suncrest Town Centre Dr Morgantown, WV 26505	Tuesday & Thursday 9:00am- 1p & 2:00pm – 5pm
New Martinsville Identogo 145 Paducah Drive New Martinsville, WV 26155	1st Monday of the month 9:00am-12:00pm & 1:00pm-3:00pm
Parkersburg Identogo. 1118 20 th Street Parkersburg, WV 26101	Monday – Wednesday -Friday 9:00am – 12:pm & 12:30pm – 4:00pm
Princeton Identogo 213 B S Walker Street Community Connections, Inc. Princeton, WV 24740	Monday-Wednesday 9:00- 12:00pm & 12:30pm – 3:00pm

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Spencer IdentGo 813 Capitol Street Spencer, WV 25276	Wednesday 10:00am-12:00pm & 1:00pm-3:00pm
Summersville IdentGo 500 Main Street Ste 106 Summersville, WV 26651	Tuesday 9:00am – 12:00 & 12:30pm - 3:00pm
Sutton IdentGo 101 2nd Street Sutton, WV 26601	Every 1st Friday 10:00am - 12:30pm 1:00pm - 3:30pm
Welch IdentGo 148 McDowell Street Welch, WV 24801	Thursday 10:00am - 12:00pm 12:30pm - 4:00pm
Weirton 2525 Pennsylvania Avenue Weirton, WV 26062	Tuesday 1pm – 4pm Wednesday 9am-12pm & 1pm – 4pm
Weston IdentGo 171 W Second St Weston, WV 26452-1665	Thursday 9 am - 11:30pm & 12pm-3pm
Wheeling IdentGo 111 19 th Street Wheeling, WV 26003	Tuesday 8:00am-11:00am & 2:00pm – 4:00pm Friday 8:00am – 1:00pm
Wheeling Identogo 846 National Road Wheeling, WV 26003	
White Hall IdentGo 27 Middletown Rd White Hall, WV 26554	Monday- Friday 9:00am – 12:00pm & 1:00pm – 4:00pm