Requesting a WV state background check

All individuals wishing to obtain a West Virginia state background check must pre-enroll through the Identogo/Idemia website.

- https://uenroll.identogo.com/workflows/228QQN

Click on Schedule or Manage an Appointment (top option)

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< Back to Home

> **Schedule or Manage Appointment**
> Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.
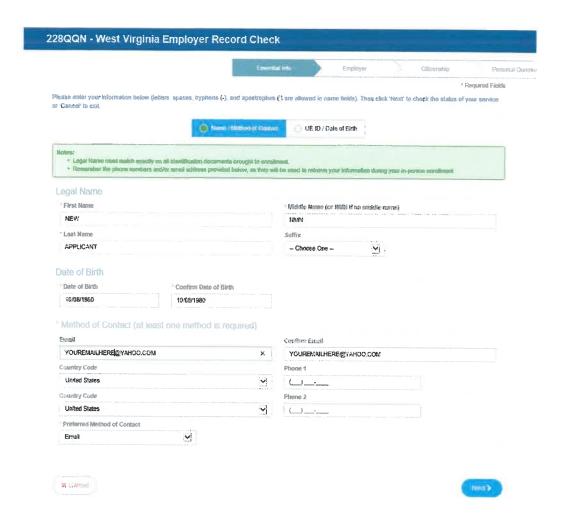
Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Fill out the Essential Info page

Essential Info	Employer	Citizenship	Personal Questio

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

● Name / Method of Contact	○ UE ID / Date of Birth

Notes:
* Legal Name must match exactly on all identification documents brought to enrollment.
* Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment

Legal Name

First Name	Middle Name (or NMN if no middle name)
NEW	NMN

Last Name	Suffix
APPLICANT	-- Choose One -- ▽

Date of Birth

Date of Birth	Confirm Date of Birth
10/08/1980	10/08/1980

Method of Contact (at least one method is required)

Email	Confirm Email
YOUREMAILHERE@YAHOO.COM ✕	YOUREMAILHERE@YAHOO.COM

Country Code	Phone 1
United States ▽	(__)___-____

Country Code	Phone 2
United States ▽	(__)___-____

Preferred Method of Contact	
Email ▽	

[✕ Cancel]   [Next >]

Fill out your employer's information (this is where the reports will be sent)

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Essential Info	Employer	Citizenship	Personal Questions	Personal

*Required Fields

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.

Employer Information

* Employer Name

YOUR EMPLOYER

* Country

United States

* Address Line 1

1 MAIN STREET

Address Line 2

* City

YOUR CITY

* State/Province

Nebraska

* Postal Code

54158

× Cancel   < Back   Next >

Fill out Citizenship Information

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*Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

United States

City of Birth

SOME CITY

* State/Province of Birth

Washington State

* Country of Citizenship

United States

✖ Cancel   ‹ Back   Next ›

Fill out Personal Questions

1. Alias – Include maiden names and any married names
2. Most will answer No. If your employer has provided you with a coupon code, click Yes to enter it here.

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* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias?   ○ Yes   ○ No

* Is your mailing address the same as your residential address?   ○ Yes   ○ No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?   ○ Yes   ○ No
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

✖ Cancel   ‹ Back   Next ›

Enter Personal Info

| Citizenship | Personal Questions | Personal Info | Address | Documents | Location |

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

◉ US ○ Metric

* Height
5 ft 2 in

* Weight
150 lbs

* Hair Color
Brown ▾

* Eye Color
Blue ▾

* Preferred Language (Receipts & other communication)
English ▾

* Gender
Female ▾

* Race
Caucasian/Latino ▾

* Ethnicity
Non-Hispanic ▾

✖ Cancel

‹ Back   Next ›

Enter your address

Personal Questions   Personal Info   Address   Documents   Location   Date ar

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country

United States ▾

* Address Line 1

101 SOME STREET

Address Line 2

* City

YOUR CITY

* State/Province | * Postal Code

Washington State ▾ | 25135

Residential Address

* Country

United States ▾

* Address Line 1

123 ANOTHER STREET

Address Line 2

* City

OTHER CITY

* State/Province | * Postal Code
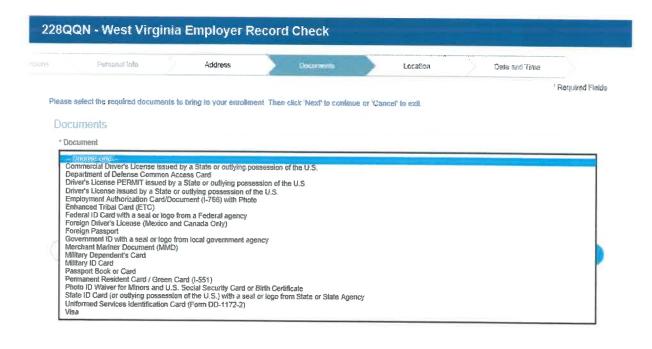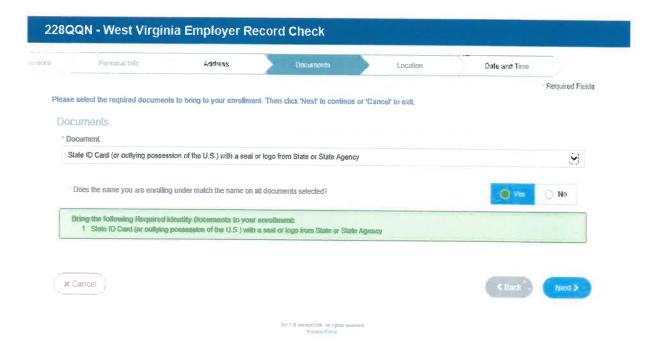
Washington State ▾ | 25135 ×

✖ Cancel   ‹ Back   Next ›

Enter the document you will use as ID (list shows accepted types of ID)

- Keep in mind, your ID must match the name on your pre-enrollment.

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' Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

```
— Choose one —
Commercial Driver's License issued by a State or outlying possession of the U.S.
Department of Defense Common Access Card
Driver's License PERMIT issued by a State or outlying possession of the U.S
Driver's License issued by a State or outlying possession of the U.S.
Employment Authorization Card/Document (I-766) with Photo
Enhanced Tribal Card (ETC)
Federal ID Card with a seal or logo from a Federal agency
Foreign Driver's License (Mexico and Canada Only)
Foreign Passport
Government ID with a seal or logo from local government agency
Merchant Mariner Document (MMD)
Military Dependent's Card
Military ID Card
Passport Book or Card
Permanent Resident Card / Green Card (I-551)
Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate
State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
Uniformed Services Identification Card (Form DD-1172-2)
Visa
```

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' Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

' Document

State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency	⌄

' Does the name you are enrolling under match the name on all documents selected?   ● Yes   ○ No

> Bring the following Required Identity Documents to your enrollment:
> 1. State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency

✕ Cancel   ‹ Back   Next ›

Search for your location

- Please note, applicants can be printed outside of WV locations. An additional fee may apply.

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| Address | Documents | Location | Date and Time |

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

	♥ Use My Location Q Search

x Cancel

< Back   **Next >**

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Choose your appointment time and date

- Your enrollment is not complete until you submit and receive confirmation
- Make sure to print the confirmation page and take it with you to the fingerprinting site to avoid possible delays.

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| Documents | Location | Date and Time |

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
38 River Walk Mall
South Charleston, WV 25303-1026

x Cancel

< Back   **Submit >**

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