

Criminal Background Check Directions

Dear Applicant:

You are required to submit fingerprints for a state criminal background check and a federal criminal background check in order to complete the application for licensure.

In State Applicants

- To schedule an appointment, go to <https://uenroll.identogo.com/>
- Enter our Service Code **228NJX** to get started. For further details, please click here: <https://wvrnboard.wv.gov/Documents/WV%20Service%20Code%20Form%20-%20WV%20RN%20Board.pdf>
- Select 'Schedule or Manage Appointment' to schedule an appointment.
- Write down your confirmation number and take it with you to your fingerprint appointment.
- State and federal background checks are now all electronic. It will take 2 – 3 business days for the West Virginia Board of Examiners for Registered Professional Nurses to receive the results. Direct all questions regarding the process to Identogo by MorphoTrust USA Enrollment Services at 855-766-7746.

Out of State Applicants

- You will need to submit a West Virginia state and federal background check by completing the instructions for in state applicants.
- To schedule an appointment, go to <https://uenroll.identogo.com/>
- Enter our Service Code **228NJX** to get started.
- Select 'Submit A Fingerprint Card by Mail' in order have hard cards submitted and processed. Here are detailed instructions on how to submit a fingerprint card: https://wvrnboard.wv.gov/Documents/UEP_WV_card%20scan%20instructions.pdf
- In addition, you will be required to submit a state background check from your state of residency. You will need to go to the appropriate agency to **submit fingerprints** and have the results sent directly to the board. It is required by the board that all background checks must be done by submitting fingerprints. If the agency is unable to forward the results directly to the board, you will need to forward the unopened results to the board as soon as you receive the results. **Please note that the envelope containing the results should remain sealed and sent to the board office.**
- When submitting state level background check results, the results cannot be sent as an attachment through email, via fax, or sent from a third-party organization.

The criminal background check information can be submitted to the Board up to 12 months prior to graduation.

Fingerprint Manual Card Submission Procedures

- For applicants unable to be fingerprinted in WV at an IdentoGO Site [Click here for procedures document](#)

How to Challenge your background check

- If you believe your background check contains inaccurate information must contact the agency or agencies that originally submitted the information to the FBI, not the board.
- [Click here for information on how to challenge your background check](#)

FBI Privacy Act Statement

- [Click here to view the FBI Privacy Act Statement](#)

If you have any questions email them to rnboard@wv.gov.

Thank you.

The West Virginia Board of Examiners for Registered Professional Nurses

REVISED 12-10-18