

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

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 the exam.

In State Applicants

- To schedule an appointment, go to www.identoGo.com.
- Select search for services by state.
- Choose West Virginia
- Make a new appointment
- Type of background check WV RN Board
- Write down your confirmation number and take it with you to your appointment.
- You may pay for your background checks when you register.
- 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.
- In addition, you will be required to submit a state background check from your state of residency.
- Contact the local authorities in your current state of residency for instructions on how to submit to a state background check in your state.

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

How to challenge your background check

- If you believe your background check contains inaccurate information you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI.
- Visit the Background Check Information area of our website at wvrnboard.wv.gov to download the document to challenge your background check.

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

FBI Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

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 statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

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.

As of 03/30/2018