

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 on '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.
- In addition, you will be required to submit a state background check from your state of residency.
- 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

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 you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI.
- [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 9-18-18