

## 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 licensure.

**The Board does not process fingerprint cards. Please do not upload results to your Nursing Portal, email, or via fax.**

### Instructions for West Virginia Residents

- To schedule an appointment, go to <https://uenroll.identogo.com/>
- If you are a West Virginia resident but are unable to schedule an appointment with Identogo then please use the Instructions for Out of State Residents below to submit a fingerprint card.
- Enter our Service Code **228NJX** to get started. For further details, please click here:
- [https://wvrnboard.wv.gov/Documents/WV Service Code Form - WV RN Board.pdf](https://wvrnboard.wv.gov/Documents/WV_Service_Code_Form_-_WV_RN_Board.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.
- License applicants whose fingerprint submissions are rejected twice by Idemia i.e., Identogo, must contact the WV RN Board directly at [rnboard@wv.gov](mailto:rnboard@wv.gov) or 304-744-0900.

### Instructions for Out of State residents

- 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/> and enter our Service Code **228NJX** to get started.
- **If you are unable to schedule an appointment**, 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](https://wvrnboard.wv.gov/Documents/UEP_WV_card%20scan%20instructions.pdf). **The fingerprint card is only necessary if you are unable to schedule an appointment.**

- 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. As the applicant, it is your responsibility to research the correct agency that can administer state level background checks that are done by fingerprint. 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.
- License applicants whose fingerprint submissions are rejected twice by Idemia, i.e. IdentoGO, must contact the WV RN Board directly at [rnboard@wv.gov](mailto:rnboard@wv.gov) or 304-744-0900.

### **Special Instructions for Pennsylvania residents**

- PA residents may submit a record check request using the Epatch service at <https://epatch.state.pa.us/>
- Send the **Control Number, Full Name** and **Date of Request** by email to: [Heather.K.Nutter@wv.gov](mailto:Heather.K.Nutter@wv.gov)
- **DO NOT upload the results to your nurse portal or send via email.**

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

**Please do not upload background check results to your Nursing Portal or send the results by email. The Board only accepts mailed unopened results. The Board does not accept or process fingerprint cards.**

### **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](mailto:rnboard@wv.gov).