

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%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.
- License applicants whose fingerprint submissions are rejected twice by Idemia i.e., IdentoGO, must contact the WV RN Board directly at 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%20WV%20card%20scan%20instructions.pdf). **The fingerprint card is only necessary if you are unable to schedule an appointment.**

- License applicants whose fingerprint submissions are rejected twice by Idemia, i.e. IdentoGO, must contact the WV RN Board directly at rnboard@wv.gov or 304-744-0900.

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.