IdentoGO

Universal Enrollment Platform Overview

West Virginia Non-Resident Processing Instructions

Card Scan and Out-of State Livescan Procedures

For those applicants residing outside of West Virginia or physically unable to visit an IdentoGo location, Cardscan processing is available. In order to complete the process, applicants must complete the following steps.

1. Pre-enroll for cardscan submission at UEnroll.identogo.com. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
2. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
3. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card. Please note that the fingerprint card must be signed by the applicant or it will not be processed.
4. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process for non-resident cardscan. For an alternate process, we also offer out-of-state livescan processing at select locations throughout the United States. Please see Section 2 for further details.

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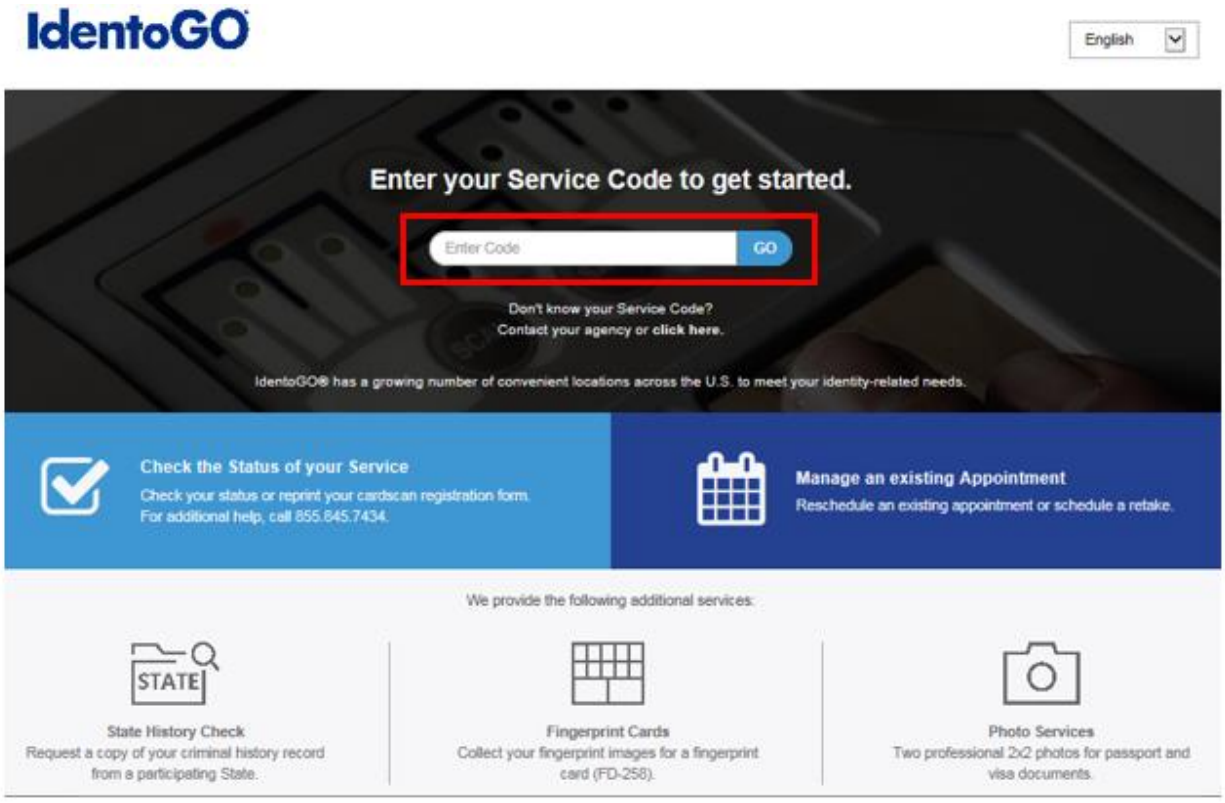
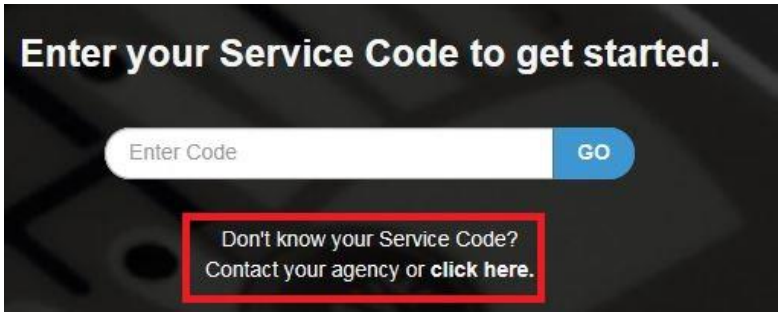
Section 1 - Directions for Fingerprint Cardscan Processing

Please Note: Pre-enrollment and pre-payment is REQUIRED for ALL Fingerprint Card submissions.

1. Visit http://uenroll.identogo.com and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.



If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled "Don't know your Service Code? Click Here" to select from a list of agency names or use the agency ORI or contact your agency for assistance.

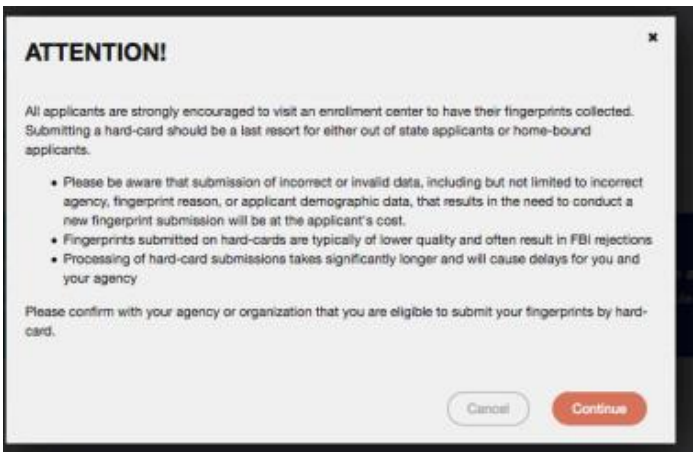


Please note: Not all agency ORI's may be available with this look up tool.

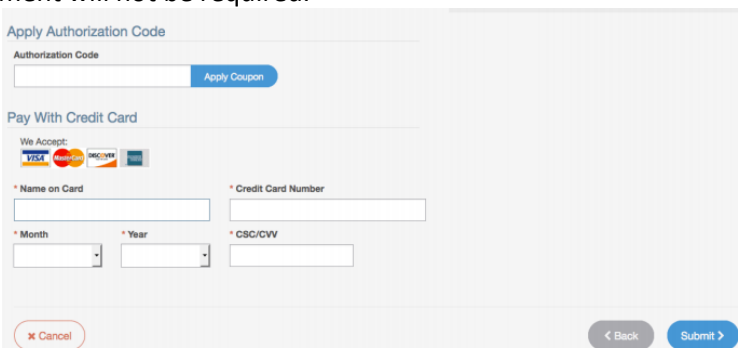
Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.

2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.



3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
4. Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.



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5. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.

1 (of 4) - REVIEW INFORMATION :

Date: 04/10/2018
UE ID: Unique Applicant UE ID
Applicant: Applicant Name
Service: Service Code and Sample Agency
Total Due: $0.00
Payments:
Card (1111) Total Charged to Credit Card
Auth Number: Credit Card Authorization Number
Amount Paid as of x/xx/xx Amount Paid

UZVV-12VNX9

2 (of 4) - SIGN AUTHORIZATION:

I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police and/or the FBI in the Automated Fingerprint Identification System and that my fingerprint images will be stored electronically on site in a secure manner for Rap Back purposes. I certify that this is for official business and I am authorizing the below named agency/individual to obtain any record found.

PRIVACY ACT STATEMENT

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. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

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.

Additional Information: The requesting agency and/or the agency conducting the applicationinvestigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

X _____ _____

Signature Date

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

_____ _____

Print Applicant Name (Last, First, Middle) Applicant Date of Birth (MM/DD/YYYY)

_____ _____

Phone Number Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

1. This printed and signed document.
2. Completed fingerprint card

NOTE: If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned

IDENTOGO
CARDSCAN DEPARTMENT
6640 CAROTHERS PKWY STE 650
FRANKLIN, TN 37067-9929

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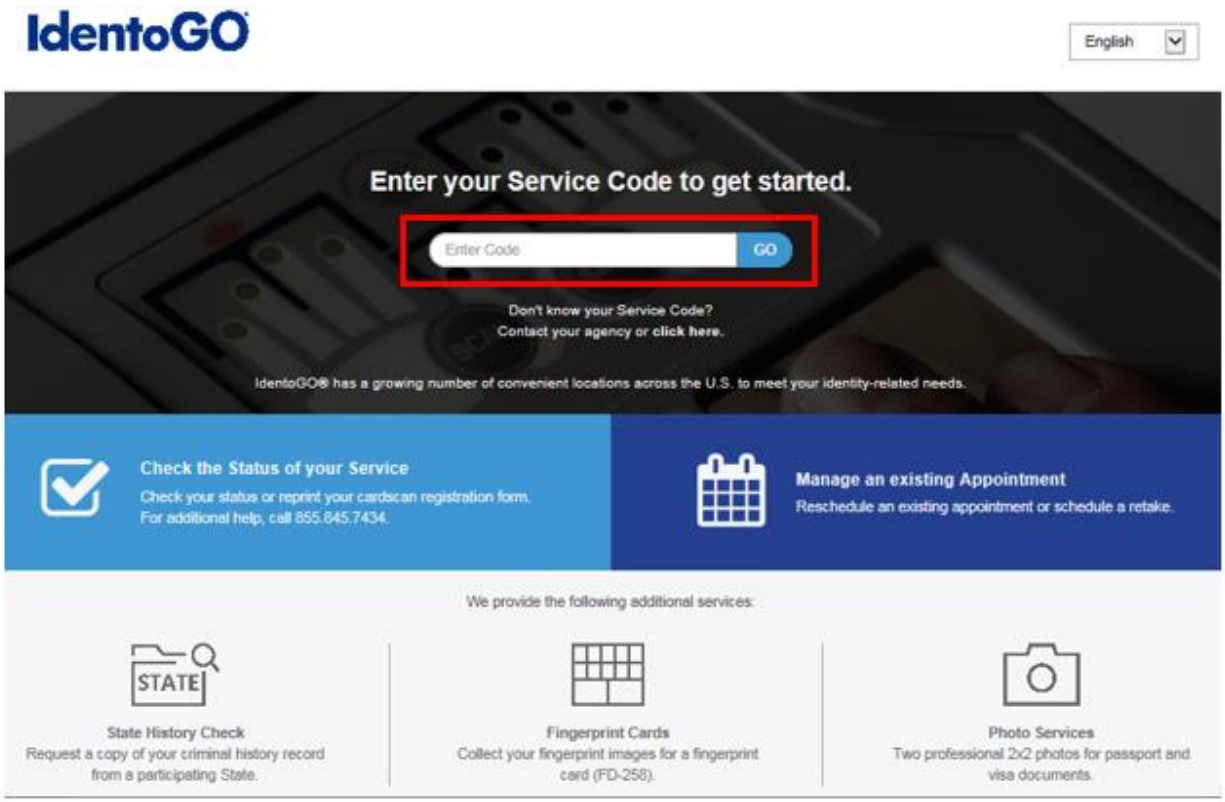
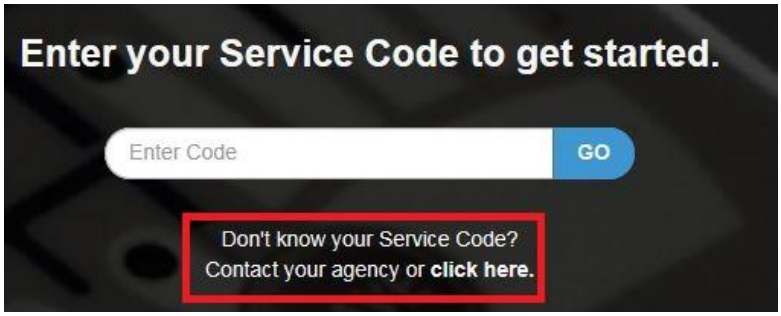
Section 2 - Directions for Out-of-State Livescan Processing

1. Visit http://uenroll.identogo.com and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.



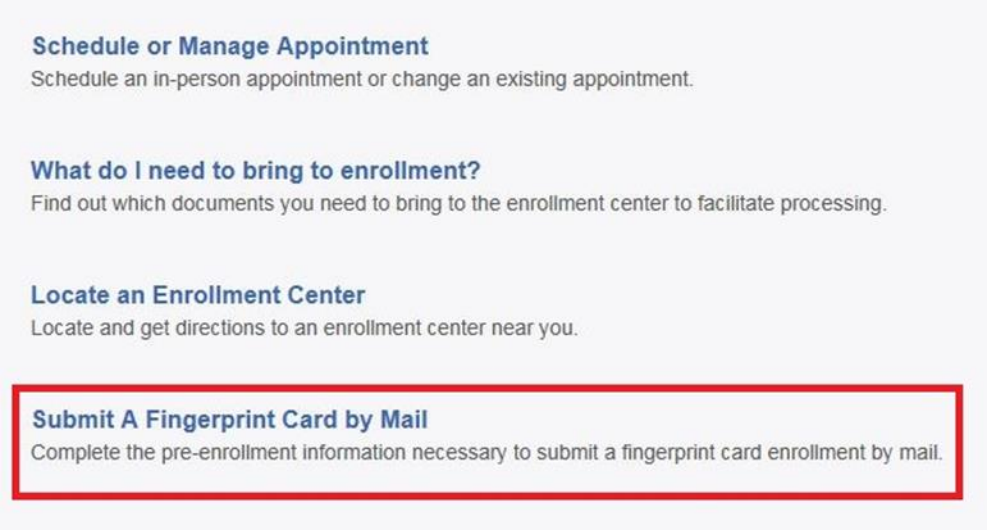
If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled "Don't know your Service Code? Click Here" to select from a list of agency names or use the agency ORI or contact your agency for assistance.



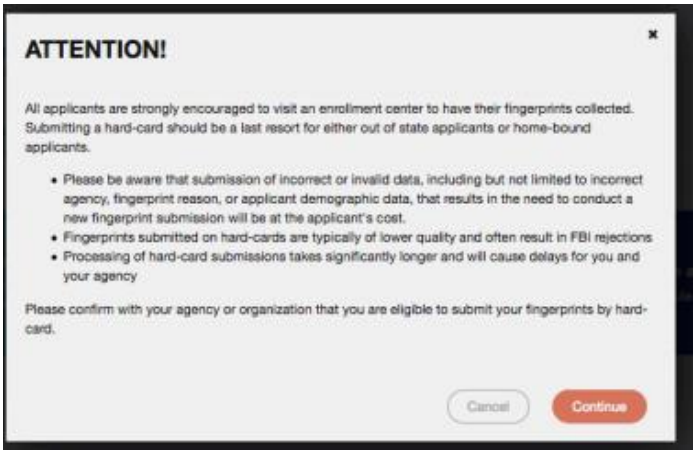
Please note: Not all agency ORI's may be available with this look up tool.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.

2. The next screen is where you can select ‘Submit a Fingerprint Card by Mail’.

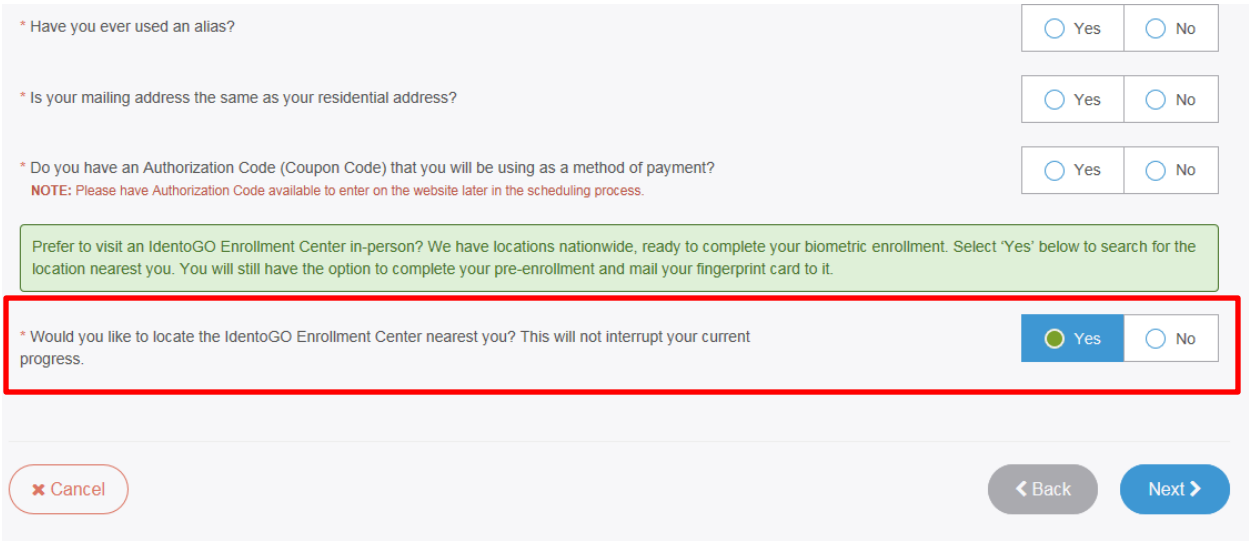


You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click ‘Continue’ to proceed to the next page.

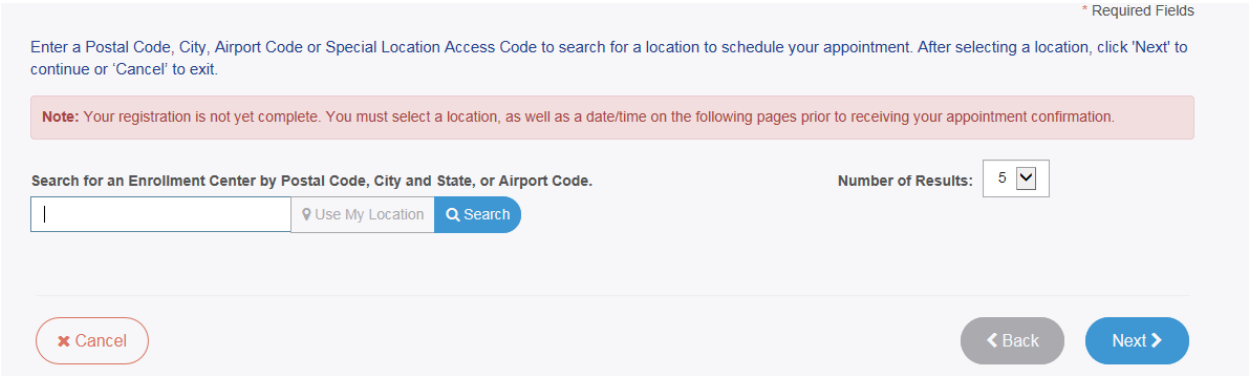


3. The next few screens will collect essential information such as name, date of birth, etc. You will need to complete the required information to progress.

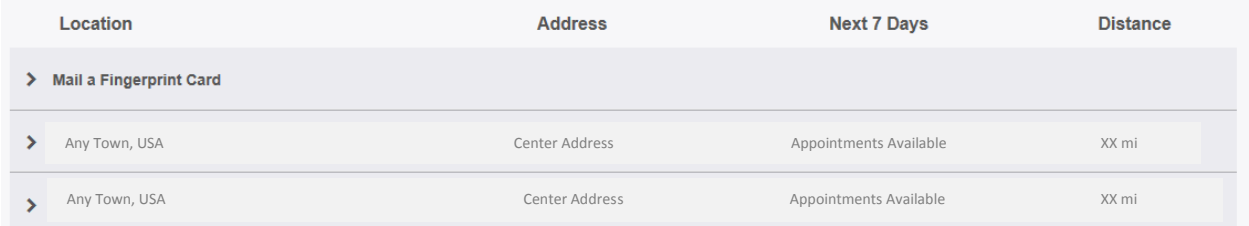
4. Once you arrive on the below screen, you will need to click 'Yes' on "Would you like to locate the IdentoGO Enrollment Center nearest you?" question. This will allow you to proceed with viewing the closest IdentoGO Enrollment Center to you.

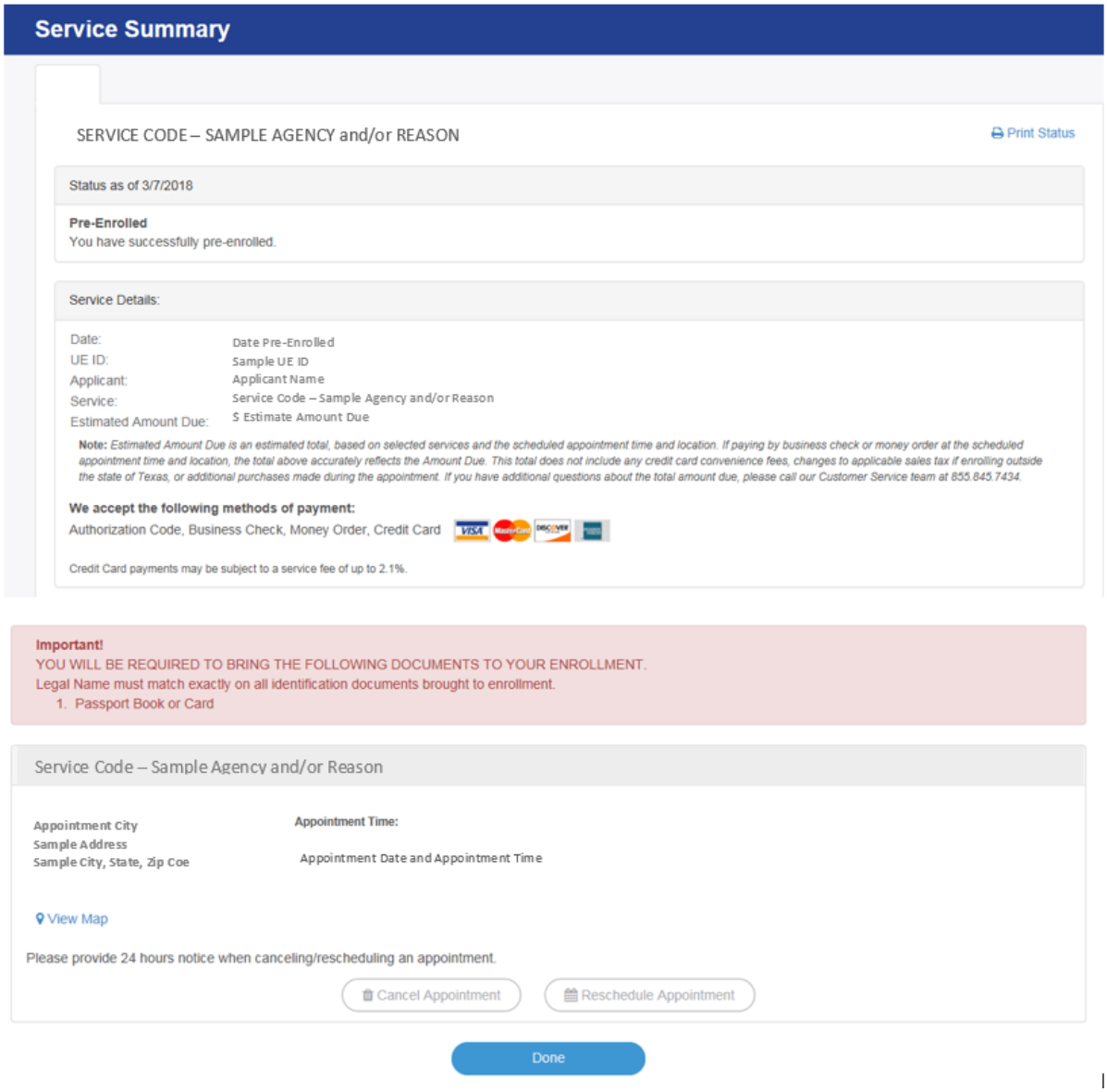


5. Continue the registration process by clicking on the Next button. You will continue to provide essesntial information such as height, weight, address, etc.
6. Once you arrive at the Location screen, you can enter your zip code and click on Search to find the nearest IdentoGO Enrollment Center to you.



7. If you wish to proceed with scheduling an appointment at the nearest IdentoGO Enrollment Center, select the Enrollment Center and proceed with scheduling. If there is not an Enrollment Center in your area, you can click on the option to 'Mail a Fingerprint Card'.



Selecting 'Mail a Fingerprint Card' will route you to the payment collection screen and provide you with your fingerprint card submission confirmation page. (See Section 1 above for further details and instructions.)

8. If you choose an Enrollment Center, you will then select a date and time for your appointment. Once you have selected your appointment details, you will then be routed to your appointment confirmation page. Please note that there is an additional fee for utilizing the Out-of-State LiveScan submission process.