



## West Virginia Enrollment Services Statewide Network

IDEMIA Identity and Security USA, LLC (“IDEMIA”) is pleased to offer a new service - **No Charge Authorization Codes** or “NCAC(s)”. This service will allow you to establish an account that is backed by a major credit card (currently VISA, MasterCard, Discover and AMEX).

The benefit of a credit card-backed NCAC account is that your credit card is charged **ONLY** when one of your applicants is fingerprinted and an NCAC is redeemed. During applicant registration, when “NCAC” is selected as the payment method, the applicant will be prompted to enter the NCAC assigned by you from your account, thus reserving the NCAC for that applicant and his or her appointment.

**NCACs will expire 6 (six) months from date of issuance or at the credit card expiration date, whichever comes first. EXPIRED NCACs WILL NOT BE CHARGED TO YOUR CREDIT CARD. This feature is designed to assist you in controlling the distribution of NCAC codes and assist in preventing fraud. The assigned primary contact for your account will be responsible for issuing and controlling the use of NCACs provided. The assigned primary contact should request all applicants to provide a copy of their enrollment receipt in order to assist you with your record-keeping.**

Please review the following guidelines before you open an NCAC account:

- A minimum of 50 (fifty) NCAC codes per service type must be requested at any one time.
- Customers may open only one account per tax ID number.
- Complete and return the attached NCAC Agreement, Credit Card Authorization and Customer Account Information forms in their entirety to our Billing Accounts Department via fax at 952-945-3326.
- The Customer Account Information form is used to identify those email addresses to which IDEMIA should send NCACs for your account.
- Upon receipt and execution of the requested documentation, IDEMIA will provide your assigned primary contact with NCACs. Allow 3-5 business days for processing.
- Your nine-digit Federal tax ID number or EIN number will be the identifier for your account, along with an account name. The assigned primary contact must provide this information to order additional NCACs.
- Additional NCAC’s may be requested by submitting a re-order form, located at the “Download Forms and Links” section on our web site, <https://www.identogo.com/locations/west-virginia>. All re-order forms must be submitted via email to: [WVUEPAccounts@us.IDEMIA.com](mailto:WVUEPAccounts@us.IDEMIA.com).
- You will be charged a \$1 convenience fee for every applicant printed using an NCAC code assigned to your account.

If the NCAC payment method does not work for you, other payment options are available.

- Credit Card onsite (Card holder must be present)
- Money Order, Cashier's Check or Business Check per individual fingerprinting applicant



## *Steps to Redeem an NCAC*

- 1** Pre-enroll and schedule a fingerprint appointment in the State of West Virginia at <https://uenroll.identogo.com>
- 2** After you enter your Service Code and input the necessary information during the pre-enrollment, when prompted to choose the form of payment, select the NCAC option and enter the NCAC provided to the applicant.
- 3** The Service Code selected during pre-enrollment must match the Authorization Code provided by the applicant at the time an NCAC is selected as payment. Otherwise, the applicant will be prompted for another form of payment if the NCAC is invalid and the applicant will be required to pay for his or her enrollment with a payment method other than NCAC.
- 4** IDEMIA will provide your applicants with a receipt, indicating confirmation of payment by NCAC. **This is not a credit card receipt and does not reflect the \$1 per-applicant convenience fee.**
- 5** Ensure that the applicant retains or returns a copy of the receipt to you for your records. The applicant may ask for more than one copy of their receipt at the enrollment center at the time of fingerprinting.



**NCAC Credit Card Agreement  
West Virginia  
Enrollment Services Statewide Network**

This NCAC Agreement ("Agreement") is between IDEMIA Identity and Security USA, LLC ("IDEMIA") and the company or organization identified below ("Customer"), and sets forth the terms and conditions under which IDEMIA will provide no-charge authorization codes ("Authorization Code(s)") to Customer for distribution to applicants required to submit to a fingerprint based background check ("Applicant(s)") through the State of West Virginia, Digital Fingerprint Program.

Applicants will present an Authorization Code to IDEMIA at the time IDEMIA collects their fingerprints and verifies their biographic information ("Applicant Information"). Upon IDEMIA's collection of Applicant Information, IDEMIA will charge the credit card identified by Customer in a Credit Card Authorization Agreement ("Credit Card").

IDEMIA will provide an initial quantity of \_\_\_\_\_ (**minimum order of 50**) Authorization Codes to Customer upon execution of this Agreement and a Credit Card Authorization Agreement. All of the codes will expire six (6) months of the date of issuance to Customer or at the date of expiration of the Credit Card, whichever occurs first. Customer will not be charged for Authorization Codes that have not been redeemed before expiration. IDEMIA will provide additional Authorization Codes at a quantity (**minimum order of 50**) requested by Customer. The provision and redemption of additional Authorization Codes provided to Customer will be governed by the terms of this Agreement.

IDEMIA will provide all Authorization Codes to an email address provided by Customer, in a password-protected file. Customer may distribute the Authorization Codes to applicants via any method of delivery (e.g., email, US mail).

IDEMIA will debit the Credit Card for the amount corresponding to the West Virginia Fingerprint service code identified by the Customer in this agreement. Customer will also be charged a \$1 convenience fee for every applicant who uses an NCAC code assigned to Customer. The receipt provided to the applicant at time of service will indicate payment via NCAC and is not a credit card receipt, and does not reflect the \$1 convenience fee established with this agreement.

If the State of West Virginia or other relevant government agency authorizes or dictates a fee increase or decrease in Fingerprint fees, IDEMIA will charge Customer the new fee for any redemption of Authorization Codes occurring on or after the effective date of the fee change.

Customer acknowledges and agrees that Customer will be responsible for all Credit Card charges for Authorization Codes issued to Customer and provided to IDEMIA by applicants, regardless of whether the corresponding Authorization Codes are obtained or redeemed by fraud, redeemed by persons to whom Customer did not issue the Authorization Codes, or that are transferred in violation of any terms and conditions under which Customer distributes the Authorization Codes.

If a charge to the Credit Card is declined by IDEMIA's payment processor or by the issuer of the Credit Card, or if IDEMIA is otherwise unable to obtain payment through the Credit Card, or if any IDEMIA charges to the Credit Card are refused or disputed, IDEMIA will require payment in full prior to or at the time of processing any further applicants of Customer, until such time that IDEMIA notifies Customer that the payment issue has been resolved.

Please indicate acceptance of these terms by having an authorized representative of Customer sign below, and return a copy to IDEMIA **via fax at 952-945-3326**.

**ACCEPTED AND AGREED TO:**

**IF HAND WRITING, PLEASE PRINT LEGIBLY**

Customer Account Name:

Nine Digit Tax ID or EIN Number:

\_\_\_\_\_

\_\_\_\_\_

Service Code(s) or ORI Number(s):

Signature: \_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



IF HAND WRITING, PLEASE PRINT LEGIBLY

Legal Company Name:		
Legal Street Address:		
City:	State:	Zip Code:

Nine Digit Tax ID or EIN Number: \_\_\_\_\_ \*if tax exempt submit exemption certificate

Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
Secondary Contact Name:	Secondary Contact Phone:	Secondary Contact Email:

The primary contact will receive all Authorization Codes ordered via the email provided and should be the individual over the fingerprinting/background check process for your organization. Please make sure your organization's IT dept. (or equivalent) adds [WVUEPAccounts@us.IDEMIA.com](mailto:WVUEPAccounts@us.IDEMIA.com) in a 'white list' so delivery of Authorization Codes is not blocked by your internet security.

**\*PLEASE NOTE, if there are any issues with your NCAC account, we will only speak with the contacts listed above.**

Please fax this form with initial NCAC agreement and credit card authorization to **952-945-3326**

**\*Please note if contact information needs to be changed in the future, it must be done via email to: [WVUEPAccounts@us.IDEMIA.com](mailto:WVUEPAccounts@us.IDEMIA.com) by an established person of contact.**



Current Date:

IF HAND WRITING, PLEASE PRINT LEGIBLY

Nine Digit Tax ID or EIN Number:

CUSTOMER INFORMATION

Company Name:  Contact Email Address:

Customer Contact:  Contact Phone Number:

CUSTOMER AUTHORIZATION

By signing below, I authorize IDEMIA to charge my credit card ending in \_\_\_\_\_ (last four digits of card) for the full transaction value of each unique 'Authorization Code' presented for the purpose of completing any UEP transaction performed on my company's behalf.

Signature (must be physical signature):

Printed Name:  Email:

To Be Retained

To Be Destroyed

CARD HOLDER INFORMATION

Full Name on Card:  Card Type:  Visa  Master Card  
 Discover  American Express

Credit Card Number:  Expiration Date:  CSV Code:

IDEMIA - Accounts Department - 340 Seven Springs Way, Suite 200 - Brentwood, TN 37027

**FAX COMPLETED AUTHORIZATION FORM TO: 952-945-3326**