





WV DHHR BCF Background Check Guide





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Contacting Customer Service

Questions concerning results, remittance, or any other general questions should be directed to: WV DHHR BCF Background Unit at 304-356-4515 or email bcfbackground@wv.gov

Questions concerning the www.ldentoGO.com website or scheduling should be directed to: MorphoTrust Customer Service at (855) 766-7746.





Overview of Live Scan Fingerprinting Process

Step # 1: Determine what type of background check is required

Each applicant will need either a CIB (State) only or both a CIB and FBI (state and federal) background check. For further details, please see "What Type of Background Check is Required?" on page 5.

<u>Step # 2: Know your facility number.</u> All facilities must have their correct eight digit FACTS (facility) number in order to complete the Statement of Criminal Record form and make a fingerprinting appointment. If you do not know your facility number, contact your WV DHHR Licensing Specialist to obtain it prior to completing the Statement of Criminal Record form and the fingerprinting registration process.

A potential facility that has not yet received a FACTS ID (facility number) should contact their Licensing Specialist to obtain one.

<u>Step # 3: Scheduling an appointment.</u> Appointments can be scheduled online at <u>www.ldentoGO.com</u>. For further scheduling instructions please see "Live Scan Fingerprint Registration," beginning on page 7.

Step # 4: Getting Fingerprinted. Each applicant must go to the designated location where they were scheduled to be fingerprinted. Applicants must have government-issued identification, such as a driver's license, at the time of being fingerprinted. It is recommended that all applicants take a copy of the appointment verification, which can be printed out after completing the online registration process. Indicate the facility number and type of background check on the appointment verification.

Step # 5: Statement of Criminal Record (SOCR) and Remittance

A Statement of Criminal Record must be submitted for each applicant who has been fingerprinted. If an FBI background check is also required for an applicant, remittance must be submitted with their SOCR. Both the SOCR and remittance (if required) must be submitted before results will be released. Send this information





to The Background Unit at WV DHHR, Bureau for Children and Families. For further details, please see "Remittance Instructions" on page 6.

<u>Step #6: Receiving Results.</u> Anticipated time for receiving results should be approximately two weeks from the date the applicant is fingerprinted. Results cannot be mailed to the facility if the <u>Statement of Criminal Record</u> (SOCR) and/or payment for FBI (NCIC) background checks are not received. Please allow at least four weeks before inquiring about results.

What Type of Background Check is Required?

Consider the following descriptions/explanations for determining what type of background check is required.

Residential Child Care Facility Applicants:

A WV State (CIB) background check is required for each applicant. If an applicant currently lives outside of West Virginia, they are required to have a CIB check from their State of residency, in addition to a CIB check in West Virginia. To receive a State (CIB) only background check, select the following on the website: "WV State (CIB) Background Check Only"

A Federal Bureau of Investigation (NCIC) check is required if the applicant currently lives outside of West Virginia or has lived outside of West Virginia since turning 18 years of age. To receive a State (CIB) and a Federal (NCIC) background check, select the following on the website:

"Both WV State (CIB) and Federal (FBI/NCIC)"

Child Care Centers:

A WV State (CIB) background check is required for each applicant. To receive a State (CIB) only background check, select the following on the website: "WV State (CIB) Background Check Only"

A Federal Bureau of Investigation (NCIC) check is required for any applicant who has lived outside West Virginia within the past five years, or has established residence outside West Virginia for more than one year since turning eighteen





years of age. To receive a State (CIB) and a Federal (NCIC) background check, select the following on the website:
"Both WV State (CIB) and Federal (FBI/NCIC)"

Background Checks for Foster and Adoption Applicants:

All foster and adoption applicants are required to have both a CIB (State) and NCIC (FBI/Federal) background check. To receive a State (CIB) and a Federal (NCIC) background check, select the following on the website: "Both WV State (CIB) and Federal (FBI/NCIC)"

Remittance Instructions

All applicants are **required** to submit a **Statement of Criminal Record** and check payment (if applicable) to:

WV DHHR Bureau for Children and Families, Background Unit 350 Capitol Street, Room 730 Charleston, WV 25301-3711

West Virginia State Background Checks (CIB) - State Only

Payment is not required for a WV State (CIB) only background check.

West Virginia State (CIB) and Federal Background Checks (FBI/NCIC)

All applicants are **required** to submit payment in the amount of \$37.25, payable to **WV DHHR BCF**, along with their **Statement of Criminal Record** to:

WV DHHR Bureau for Children and Families, Background Unit 350 Capitol Street, Room 730 Charleston, WV 25301-3711



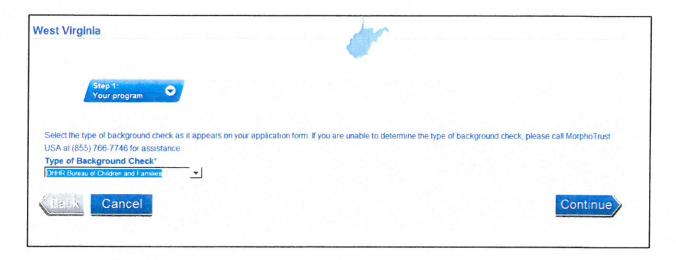


Live Scan Fingerprint Registration

DHHR BCF Applicant Registration – Live Scan locations

Registration Step 1, screen 1:

Applicant will select WV DHHR Bureau for Children and Families from main agency menu below:

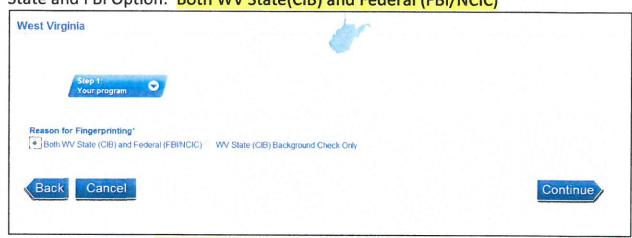




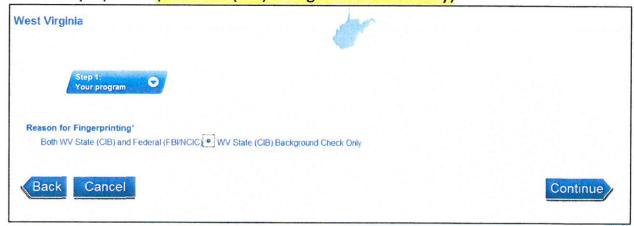


Registration Step 1, screen 2:

Applicant will then select correct option by choosing button to left of correct option for WV State & FBI background check or WV State Only background check: State and FBI Option: Both WV State(CIB) and Federal (FBI/NCIC)



State Only Option: (WV State(CIB) Background Check Only)



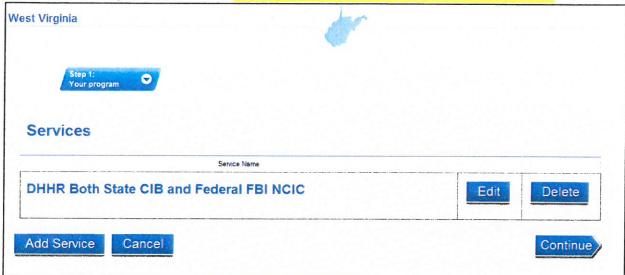




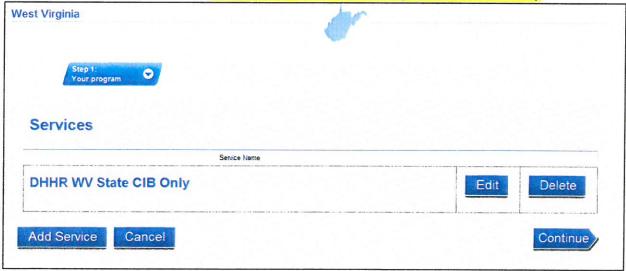
Registration Step 1, screen 3:

Applicant confirms selection:

State and FBI option selected: DHHR Both State CIB and Federal FBI NCIC



State Only option selected: DHHR WV State CIB Background Check Only







Registration Step 2, screen 1:

Applicant then enters all required demographics and provides facility number in entry box show below:

100					
Last Name* applicant	Middle Name	Suffix			
Alias Last	Alias Middle	Alias Suffix ▼	Social Security	Date of Birth	
Address Line 2					
Cip Code* Country	The state of the s				
Work Phone					
Work Phone	Cell Priorie				
•	ght Weig	ght'			
Eye Color"	J				
Ethnicity	Skin Tone				
<u>.</u>		•			
Birth Country	Birth State	•			
Confirm Social Security					
Issuing State of	State or Drive	ers License ID Driv	vers License Type	نا نا	
	Address Line 2 Address Line 2 Tip Code* Country* Work Phone address gives you access to rest updates and status checks are restricted in the status checks are restricted	Address Line 2 Tip Code* Country* State Work Phone Cell Phone I address gives you access to real time updates with you are supdates and status checks easier. Re-Enter Email Address Sender* Height* Weight* Inch. Eye Color* Ethnicity Skin Tone Confirm Social Security Issuing State of ID State or Drive	Address Line 2 Zip Code* Country* State Work Phone Cell Phone I address gives you access to real time updates with your is updates and status checks easier. Re-Enter Email Address Sender* Height* Weight* Eye Color* Ethnicity Skin Tone Confirm Social Security Issuing State of ID State or Drivers License ID D	Address Line 2 Tip Code Country State Work Phone Cell Phone Laddress gives you access to real time updates with your as updates and status checks easier. Re-Enter Email Address Sender Height Inch. Eye Color The Country Skin Tone Sinth Country Birth State Confirm Social Security Issuing State of ID State or Drivers License ID Drivers License Type	Address Line 2 Tip Code Country State Work Phone Cell Phone I address gives you access to real time updates with your is updates and status checks easier. Re-Enter Email Address Sender Height Weight Inch. Eye Color Skin Tone Sinth Country





Facility Number* entry box:

Facility Number				

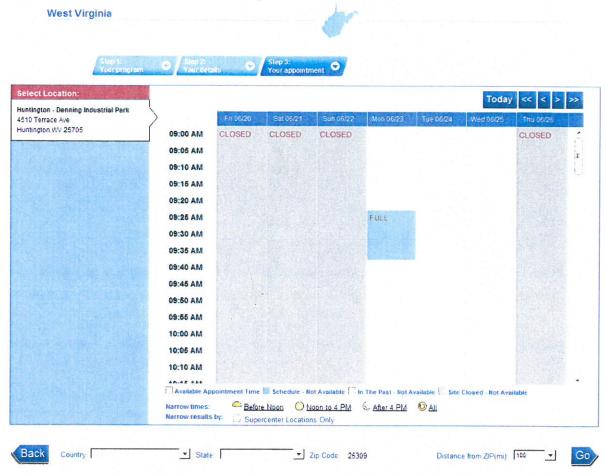
The facility number must be entered here.





Registration Step 3, screen 1:

Applicant then selects location, date and time of fingerprint appointment. (Screen will show best match based on the zip code provided by applicant, but other sites or criteria can be searched as well.)







Registration Step 4, screen 1:

Applicant will be presented with a confirmation page to check all entered data and appointment information.



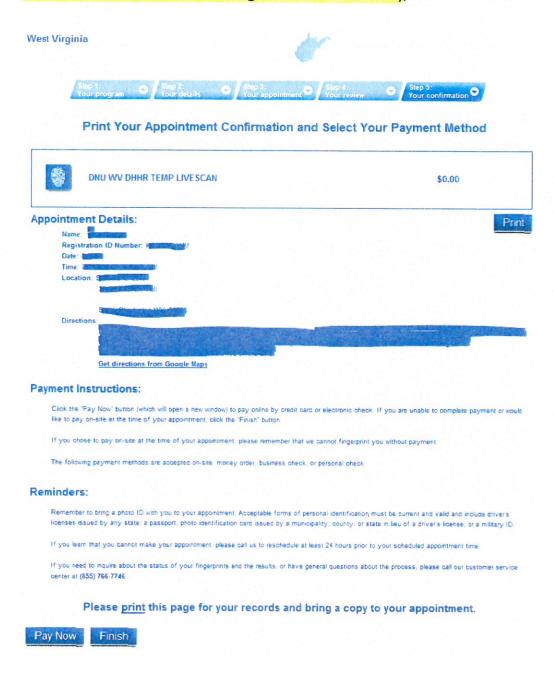
After reviewing and editing as necessary, Applicant can click "Submit and Continue".





Registration Step 5, screen 1:

Applicant will be presented with a final confirmation screen showing appointment details, site address and directions, payment instructions (NA-Payment must be made to WVDHHR BCF-See Page 6 for instructions), and reminders.







Applicant should print this page, noting the appointment date, time, location and other reminders, as shown.

Click "Finish" at the bottom of the screen. This completes the fingerprinting registration process.