



West Virginia Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

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

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.
2. 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.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during this 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.

****WV Board of Dentistry SERVICE CODE****

228QFX

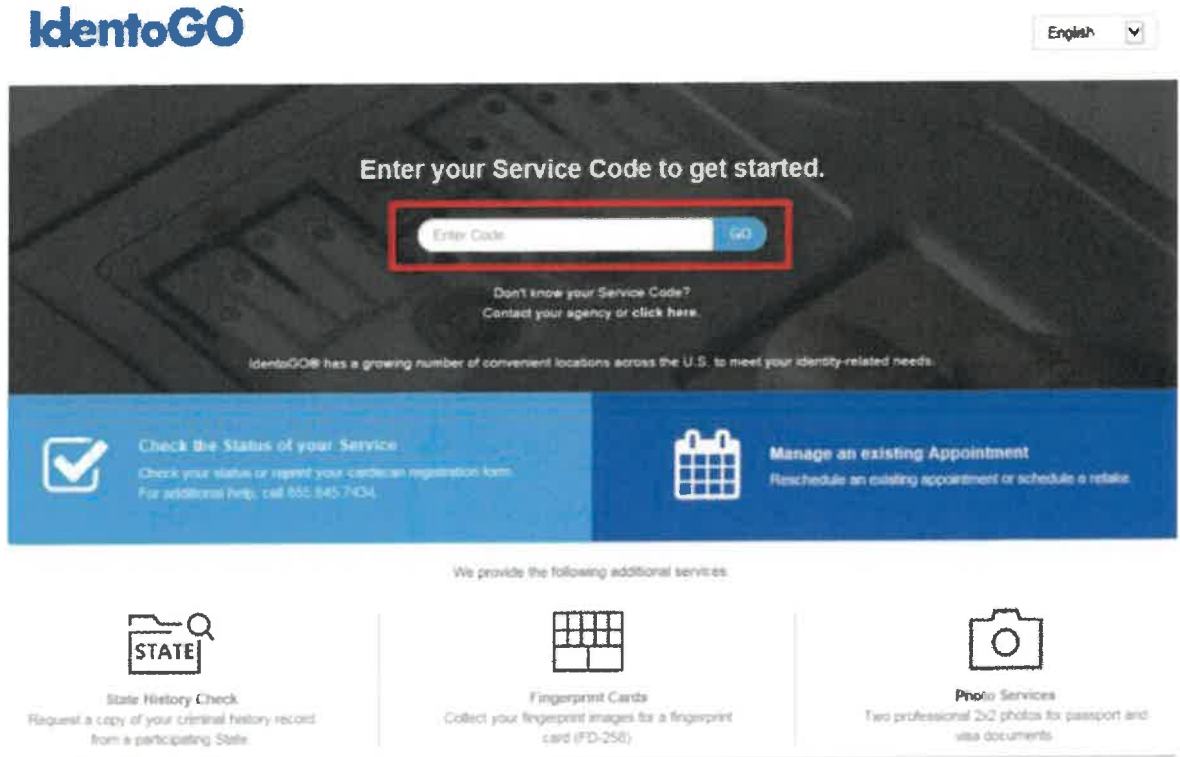
Mail Confirmation Page and completed Fingerprint Card to:

**IdentoGO Cardscan Department
WV Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027**

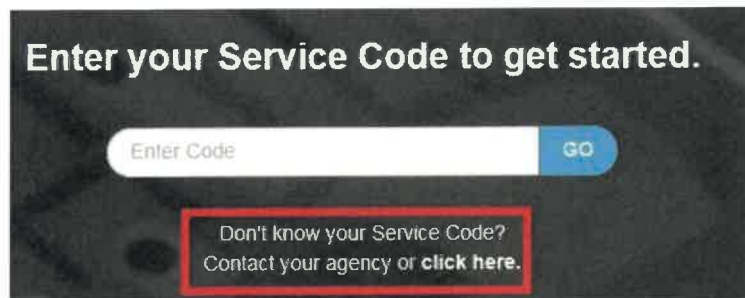


Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit <http://uenroll.identogo.com> and enter your 6-character Service Code (228QFX) 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.

Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

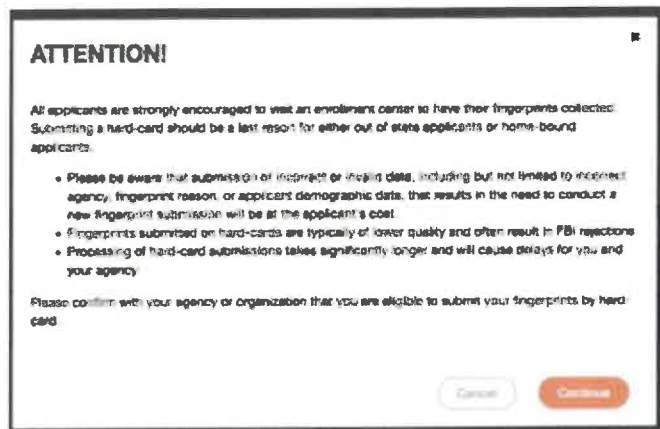
Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment 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, 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.



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



UZVW-12VNX8

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 U.S.C. 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 application/investigation 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 system(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 (Email 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.

IDENGO
CARDS CAN DEPARTMENT
6840 CAROTHERS PKWY STE 400
FRANKLIN TN 37067-9009