Background Check Information

**​Criminal Background Check Instructions**

**The Board does not process fingerprint cards.  Please do not upload results to our email, or via fax.**

**Instructions for West Virginia residents**

* To schedule an appointment, go to http://www.identogo.com/
* If you are a WV 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 **228RYS**to get started.
* Select on ‘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 Speech-Language Pathology and Audiology 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 Speech and Audiology Board directly at wvbeslpa@wv.gov or 304-473-4289.

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**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 **228RYS**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. See detailed instructions on how to submit a fingerprint card under WV Non-Resident Cardscan -Universal Enrollment Platform Processing Overview.  
    
  **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 Speech and Audiology Board directly at wvbeslpa@wv.gov or 304-473-4289.

**Again, please do not send background check results via email or fax.  The Board only accepts mailed unopened results.  The Board does not accept or process fingerprint cards.**

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**Fingerprint Manual Card Submission Procedures**

* For applicants unable to be fingerprinted in WV at an IdentoGO site:

**How to Challenge your background check**

* If you believe your background check contains inaccurate information you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI.

**FBI Privacy Act Statement**

* [See FBI Privacy Act Statement](https://wvrnboard.wv.gov/Documents/cc-fd258-privacy-act-statement.pdf)

If you have any questions email them to wvbeslpa@wv.