

## WEST VIRGINIA BOARD OF VETERINARY MEDICINE

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## **Criminal Background Check Electronic Fingerprinting Instructions**

## Pre-register:

Go to: <a href="https://uenroll.identogo.com">https://uenroll.identogo.com</a>

- Enter Service Code: 228QXY
- Choose "Schedule or Manage Appointment"
- Enter required information in "Essential Info" tab
  - Choose "Next"
- Enter required information in "Citizenship" tab
  - Choose "Next"
- Enter required information in "Personal Questions" tab
  - Choose "Next"
- Enter required information in "Personal Info" tab
  - Choose "Next"
- Enter required information in "Address" tab
  - Choose "Next"
- Enter required information in "Documents" tab
  - Choose "Next"
- Enter required information in "Locations" tab
  - Search for locations
  - Choose "Next"
- Enter required information in "Date & Time" tab
  - Choose "Next"
- You will then receive a status page that says "You have been successfully pre-enrolled".
  - Print "status" page
- Payment will be taken at the time of the background check