WEST VIRGINIA BOARD OF VETERINARY MEDICINE
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Criminal Background Check
Manual Fingerprinting Instructions

Out of State – Takes significantly longer and may cause delays
Required manual fingerprint cards are to be done at a local law enforcement agency (state police or sheriff's office) that provides fingerprinting services.

1. **Contact the Board to obtain a fingerprint card.**
2. **Pre-register:**

Go to: https://uenroll.identogo.com

- **Enter Service Code: 228QXY**
- Choose "Submit A Fingerprint Card by Mail"
- You will receive an "Attention" notification
  - Enter "Continue"
- 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 "No" for question "Would you like to locate the IndentoGO Enrollment Center nearest you?"**
  - Choose "Next"
- Enter required information in "Personal Info" tab
  - Choose "Next"
- Enter required information in "Address" tab
  - Choose "Next"
- Enter your payment information
  - Once you have submitted your payment, you will be directed to the final registration page.
  - Print this registration page and complete sections 2 and 3 of the registration.

3. **Fingerprinting:**

Bring the fingerprint card to a local law enforcement agency (state police or sheriff's office) that provides fingerprinting services. There may be a fee for this service.

4. **Mail Fingerprint Card & Registration (Both Required)**
   - After you have your fingerprints taken, mail the registration page along with your fingerprint card for processing to the address located under #4 on your registration page.