

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 FBI fingerprint cards (FD-258) 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 FBI 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 FBI fingerprint card (FD-258) 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.