

Physician, podiatric physician and physician assistant applicants are required to submit their fingerprints for state and national criminal history background checks. Fingerprinting services are provided by Identogo for a fee of \$45.75.

Fingerprint results will be sent electronically directly to the West Virginia Board of Medicine from the West Virginia State Police and the Federal Bureau of Investigation. By law, the Board cannot use fingerprint results that were not sent directly to the Board.

Ink-Card Fingerprinting

If you reside outside of West Virginia and cannot schedule an appointment in West Virginia for electronic fingerprinting, you must be fingerprinted in ink on two (2) FBI FD-258 cards at a local law enforcement agency or other entity that provides fingerprinting services. You must then mail the cards directly to Identogo to be digitally scanned and processed.

Step 1. **You are required to pre-enroll online for electronic fingerprinting at <https://uenroll.identogo.com/>.**

- Enter the required **6-digit Service Code** you received by email from the West Virginia Board of Medicine.
- Select *Submit a Fingerprint Card by Mail*
- Complete all required fields
- Select the *Pay for Ink Card Submission* button and complete all required fields
- Submit your online payment
- Print the **pre-enrollment confirmation page**. The pre-enrollment confirmation page has the Identogo name on the top left and a bar code on the top right of the form. Complete the form by signing the authorization and providing your contact information.

Step 2. Two (2) sets of fingerprint cards must be captured by a law enforcement agency or other entity that provides fingerprinting services. Fingerprint cards (FBI FD-258) are available at your local law enforcement agency or from the Board via U.S. Mail upon request.

Step 3. Once you obtain your fingerprints, attach your pre-enrollment confirmation page, include it with your fingerprints and mail to:

**IDENTOGO
WV CARDSCAN
6840 CAROTHERS DRIVE, SUITE 650
FRANKLIN, TN 37067**

[PRE-ENROLL HERE](https://uenroll.identogo.com/)

Fingerprint Rejection

In the event that your fingerprints are rejected, notification of the rejection will be sent from the West Virginia Board of Medicine directly to you via email. If your fingerprints are rejected, you must be fingerprinted again. You may be able to avoid additional criminal history records check charges if you complete the reprinting process promptly. Please direct your questions regarding fingerprint rejection and/or being reprinted to IDEMIA customer service at 855-766-7746.