

West Virginia Education Card Scan Services - Information Form

Instructions for applicant:

1. Complete Card Scan Information Form (this form)
2. Provide two (2) completed fingerprint cards
3. Complete and sign one (1) WVSP 39 Authorization form
4. Make payment payable to MorphoTrust (Check or Money order)

Send above packet to: MorphoTrust

IDENTOGO
CARDSCAN DEPARTMENT
6840 CAROTHERS DRIVE STE 650
FRANKLIN, TN 37067-9929

As per Title 28.CFR, 16.34, you have the right to challenge the completeness or accuracy of your criminal history record by contacting the Federal Bureau of Investigation (FBI) directly.

Check only one

Reason for Fingerprinting		Type of Fingerprints	Results Sent To	Cost
1	Certification/Licensure (WVDE) <i>(First-time applicant for teaching/administrator/student support/coaching/all permits and authorizations, collaborative community programs -PreK) **</i>	WV State Police and FBI Fingerprints	WVDE	\$44.50
2	Bus Driver (WVDE) **	WV State Police and FBI Fingerprints	WVDE	\$44.50
3	County Board of Education/RESA/Institutional Programs/School for Deaf and Blind/Diocese <i>(Service personnel, professional personnel moving between counties) **</i>	WV State Police only	County/RESA/ Other listed agency	\$32.50

Identify by name (e.g., Kanawha, RESA V):

**Employing County/RESA/Institutional Programs/School for Deaf and Blind/Diocese/Community Program County partner (indicate none if not employed by any of the above): _____

Please Print Clearly

Check one: New Submission Resubmission If resubmission, list TCN Number here: _____

Name of Applicant: Last _____ First _____ M.I. _____

Alias / Maiden Name: _____ Email: _____

Street Address: _____ Telephone: _____

City, State, & Zip: _____

Date of Birth: _____ Age: _____ Sex: Male Female

Race: _____ Ethnicity: Hispanic Non Hispanic Unknown

Height: _____ ft. _____ in. Weight: _____ lbs.

Skin Tone: _____ Eye Color: _____ Hair Color: _____

State / Country of Birth: _____ Country of Citizenship: _____

Social Security number ____-____-____ (Please note that all US Citizens must provide a SSN. If you do not have a SSN enter 000-00-000)

Payment: Payment for the Card Scan submission must be included with your fingerprint cards and **made payable directly to L-1 Identity Solutions**. You may pay by personal, business, certified or bank check or money order.

Visit <https://www.identogo.com/locations/west-virginia> or call 1-855-766-7746 if you have questions regarding the process.

Failure to select the correct reason for fingerprinting may require a new submission of all required items as well as full payment.