

## **Background Check Instructions**

West Virginia Code §30-1D-1 known as “Lynette’s Law” went into effect as of July 1st, 2017. This law states that criminal background checks are to be required for new applicants seeking professional licensure in West Virginia. Due to this, the West Virginia Board of Dentistry must require that all new Hygiene and Dental applicants complete a state and national criminal history record check, before any license can be issued. There will be no temporary approvals, or exceptions. **The license will not be issued without a completed background check.**

Instructions are provided below to assist you with completing your background check and fulfilling this mandatory requirement for licensure. It is recommended to start this process as soon as possible. This Board has no control over the length of time it takes for the results to be made available.

### **\*\*\*In State Applicants Only\*\*\***

Background checks can be initiated by fingerprint capture at any Identogo location. Identogo provides for the secure capture and transmission of electronic fingerprints for licensing and verification purposes.

**Make an appointment for fingerprinting services at a local Identogo location.**

1. Go to [www.identogo.com](http://www.identogo.com)
2. Click the **Get Fingerprinted** button at the top right of the screen.
3. Select West Virginia from the **Select a Fingerprinting Service by State** list. Click Go.
4. Select the **State Fingerprinting** option for the “Enrollment Services”
5. Click on the box for **Make a New Appointment**.
6. From the “Type of Background Check” list, choose **WV Board of Dentistry**. **Click Continue**.
7. The Services page should only display WV Board of Dentistry. **Click Continue**.
8. Enter all of the required information. **Click Continue**.
9. The locations nearest to you will be displayed on the left side of the screen.
10. Click on the location you would like to go to.
11. Select an available date and time block.
12. Verify your appointment details at the bottom of the page.
13. Click **Submit and Continue**
14. Print or save your appointment confirmation information.
15. You can click the **Pay Now** button to pay online with your Credit Card or;
16. If you would like to **pay at the time of service** click **Finish**.
  - a. **NOTE: The fee is \$44.50 - Payment Methods vary by Identogo location. NO FACILITY ACCEPTS CASH. Some locations only accept checks or money orders. You may want to call the specific facility and verify the accepted payment methods.**
17. Go to the scheduled location in person and have your fingerprints taken.

### **\*\*\*Out of State Applicants\*\*\***

If you are unable to be fingerprinted at an Identogo Location within the state of West Virginia, please follow the **Manual Card Submission Procedures** on the following pages.