

Important Notice

To: Private Investigator/Security Guard Applicant

From: Business and Licensing Department, Office of the West Virginia Secretary of State

RE: Change in Fingerprint Procedures

Effective June 2016, Private Investigator/Security Guard applicants are now required to be fingerprinted for both state and federal background checks.

All Private Investigator and Security Guard applicants will be required to submit their fingerprints for initial registration through MorphoTrust at an Identogo Center.

In State Applicants: The Office of the West Virginia Secretary of State will no longer be providing fingerprint cards to in state applicants. Fingerprints will need to be obtained from MorphoTrust/Identogo instead of from local or state police. MorphoTrust electronically captures and transmits the digital fingerprints to the West Virginia State Police (WVSP) and the Federal Bureau of Investigations (FBI), for a state and federal criminal history check.

The applicant is required to schedule the fingerprinting appointment **AFTER** the Secretary of State's Office has received the application and other required materials, and after the applicant has received the instructional letter on fingerprint procedures.

In state applicants can register and find a location for fingerprinting by visiting www.identogo.com and clicking on West Virginia, or by calling 1-855-766-7746.

Out-of-State Applicants: After receipt and review of completed application and required materials, a fingerprint card will be sent with instructions on obtaining fingerprints for the federal and state background checks.

The Secretary of State's Office will provide the applicant with an instructional letter on how to submit prints as well as provide the Secretary of State's MorphoTrust account number. This number will need to be given to MorphoTrust/Identogo at the time of fingerprinting. No payment is requested at the time of the fingerprint. The charge is included in your application fee.

After the fingerprinting process has been completed, the Identogo Center will provide the applicant with a receipt. That receipt has a 12-digit number that is specific to the applicant. Please keep this 12-digit number for your records. This number will be used to access the report.

You will need to contact our Investigations Unit and give the 12-digit number either by phone at 304-558-6000, email investigationssupport@wvsos.com, or mail to:

West Virginia Secretary of State
Investigations Unit
1900 Kanawha Blvd. E.
Bldg. 1 Suite 157 K
Charleston, WV 25305