BACKGROUND/ FINGERPRINT PROCESS

This is a requirement for NEW enrollees with WVBTT.

How to obtain a Criminal Background Records Check for WVBTT

Where to obtain a Criminal Background Records Check

✓ Please visit IdentoGO at www.identogo.com or call MorphoTrust USA at (855) 766-7746 for assistance with your application.

Cost for Services

✓ Cost for services is: $28.85. The required fee is to be paid at the time you complete your online application or when applying in person for services at an enrollment center.

Completing On-line enrollment information


NOTE: If you do not wish to complete this process on-line, please visit an enrollment center from the attached listing.

✓ Select your state. You may either select from the pull down list or click “WV” on the map shown below.

✓ You will be asked to “Choose an Option”

✓ Select “Make an Appointment”

✓ You will be asked for “TYPE OF BACKGROUND CHECK”. Even though WVBTT is not your employer, you will need to select “WV Employer Record Check” from the drop-down list – Hit Continue

✓ You will be asked for a “FACILITY NUMBER” Select “No” – Hit Continue

✓ You will be asked for a “FACILITY NAME” From the drop-down list select “Not Listed”

✓ “SERVICES” screen appears – Hit Continue

✓ Complete ALL information with a red asterisk (*) - using the drop-down list (when it appears) for accuracy in completing the list.
When you reach “EMPLOYER NAME” type in the following information:

EMPLOYER NAME: WVBTT Practitioner Enrollment Unit
ADDRESS LINE 1: CFO PRACTITIONER ENROLLMENT
ADDRESS LINE 2: P.O. Box 29134
CITY: Shawnee Mission ZIP: 66201-9134 COUNTRY: United States
STATE: KS

Continue on to the Appointment Page. Choose your location on the left side of the screen. This is determined by zip code entered. You will be able to then view the appointment calendar for a particular enrollment center. Open blocks (white) indicate availability for time. You have the capability to navigate to another week if your current week is FULL or if those times do not work with your schedule. Hit Enter.

Select ☑️ to receive your confirmed appointment at the selected location.

Hit Submit and Continue to move on to the PAYMENT SCREEN.

What if I have to cancel my scheduled appointment?

Do not contact the local enrollment center directly. If you need to cancel your scheduled appointment you must contact MorphoTrust USA at (855) 766-7746 and speak with someone in Enrollment Services.

If you experience any trouble using the on-line application process, please contact MorphoTrust USA (formerly L-1 Enrollment Services) at (855) 766-7746 and speak with someone in Enrollment Services

TIP: It is best to use the drop-down list that is provided. You won’t have to repeat steps by using information that is not recognized.
Enrollment Center
Location Listing for WV

Locations are subject to change without notice.

Visit http://www.identogo.com/ to verify location and schedule.

Site Directions Hours

Beckley
On-Site In-Home Drug Testing
351 Prosperity Road
Beckley, WV 25801

Monday - Friday
9:30am - 4:30pm

Heading North on US-19
1. Head northwest on US-19 N/W Virginia 16 N/Robert C Byrd Dr.
2. Take left onto Co. Route 19/5/Prosperity Rd.
3. In 0.6 miles the destination will be on the left.

Heading South on US-19 from Crossroads Mall
1. Turn right on Robert C Byrd Dr.
2. In 0.2 miles, take first right onto Prosperity Rd.
3. In 0.9 miles the destination will be on the right.

Bridgeport
Hampton Inn
1515 Johnson Avenue
Bridgeport, WV 26330

Tuesday - Thursday
9:00am - 1:00pm
2:00pm - 4:00pm

From Clarksburg:
3. Take the CR-24/Meadowbrook Rd. exit; EXIT 121.
4. Turn right onto CR-24/Johnson Ave.
5. Hotel is on the right.

Buckhannon
Central WV Aging Services
8 North Spring Street
Buckhannon, WV 26201

Monday - Friday
8:30am - 3:30pm

Heading West on US-33
1. Take the US-119 N/W Virginia 20 exit toward Buckhannon/Philippi/WV Wildlife Ctr.
2. Turn left onto W Virginia 20S.
3. Turn left onto W Main St.
4. Take the 2nd left onto N Spring St. Destination will be on the left.

Heading East on US-33
1. Take the US-119 N/W Virginia 20 N exit toward Buckhannon/Philippi.
2. Turn right onto W Virginia 20S.
3. Turn left onto W Main St.
4. Take the 2nd left onto N Spring St. Destination will be on the left.
**Elkins**
Ultra Care LLC  
598 Harrison Ave  
Elkins, WV 26241  
Monday - Thursday  
10:00am - 12:00pm  
1:00pm - 5:00pm

3. Take a slight right toward W. Virginia 92 S.  
4. Continue straight onto W. Virginia 92 S., the facility will be on the right.

**Additional Info:**  
The site is across the street from NAPA Auto Parts (big blue building); on Northeast corner of Harrison Ave. & Hwy 33/Randolph Ave. Parking and front door entrance in the rear (if coming from Hwy 33, once on Harrison Ave. make left on first small street/alley).

**Fairmont**
Marion County Senior Citizens  
105 Maplewood Drive  
Fairmont, WV 26554  
Every other Monday  
10:00am - 1:00pm  
2:00pm - 4:00pm

2. There are grey and red townhomes on the right, after the intersection.  
3. Continue down Maplewood Drive, the site will be on the left.

2. There are grey and red townhomes on the left, before the intersection.  
3. Continue down Maplewood Drive, the site will be on the left.

The building has a large white steeple.

Please check schedule for available dates.

**Hamlin**
Lincoln County Opportunity Company  
360 Main Street  
Hamlin, WV 25523  
Every other Monday  
9:00am - 12:00pm  
12:30pm - 4:00pm

1. Located between Lynn Ave & Court Ave.  
2. Traveling north on Main st, the site is on the right.  
3. There is parking on the right before building.

Please check schedule for available dates.

**Huntington**
Denning Industrial Park  
4510 Terrace Ave  
Huntington, WV 25705  
Monday - Wednesday  
9:00am - 12:00pm  
1:00pm - 5:00pm

**Traveling I-64 E towards Charleston:**  
1. Take Exit 15 for US-60 W.  
2. Turn left onto US-60 W/Midland Trail.  
3. Turn right onto 5th St.  
4. After crossing over the railroad tracks, the location is the first building on the left.

**Traveling I-64 W toward Huntington:**  
1. Take Exit15 onto US-60W.  
2. Turn right onto 5th St.  
3. After crossing over the railroad tracks, the location is the first building on the left.
Keyser
Morphotrust
196 North Tornado Way
Potomac Plaza
Suite 11
Keyser, WV 26726

Heading South on Route 220
1. Make an immediate right after passing the Wal-Mart parking lot BEFORE passing Ace Hardware.
2. The road will lead to a strip mall.
3. The Enrollment Center is located at the left corner of the strip mall, Suite 11.

Heading North on Route 220
1. Make a left into the strip mall after passing Ace Hardware on the left BEFORE passing Wal-Mart.
2. The road will lead to a strip mall.
3. The Enrollment Center is located at the left corner of the strip mall, Suite 11.

The office is to the left of the fitness club.

Kingwood
Preston County
Senior Citizens, Inc.
108 Senior Center Drive
Kingwood, WV 26537

Heading NW on Piedmont make a right on Clary street:
1. There is a white house on the right at the Heading west of E Main St.
2. Pass by the Chevrolet Auto dealer on the right.
3. Make a right when NAPA Auto parts is on the left.
4. There is a blue sign on the right. Senior Center Drive may be unmarked.

Heading east on E Main Street:
1. Make a left when NAPA Auto Parts is on the right.

Please check schedule for available dates.

Martinsburg Winchester
Martinsburg Shopping Plaza
615 Winchester Ave
Martinsburg, WV 25401

From South:
1. Take I-81 North towards Martinsburg.
2. Take exit 12 for W Virginia 45 toward Winchester Ave/W Virginia 9.
3. Turn right onto WV-45 E/Apple Harvest Dr.
4. Turn left onto US-11 N/Winchester Ave.
5. Office will be on the left in the shopping plaza.

From North:
1. Take 1-81 South to Roanoke.
2. Take exit 13 toward W Virginia 15/King St./Downtown.
3. Turn left onto Co Route 15/Tuscarora Pike.

Morgantown
Pace Enterprise of WV Inc.
889 Mylan Park Lane
Morgantown, WV 26501

1. From I-79 Exit 155, then 2 miles west on Chaplin Hill Rd.
2. Turn right onto Mylan Park Ln. next building after Mylan Elementary. There is a large PACE sign out front.
**Moundsville**

Change, Inc.
700 First Street
Moundsville, WV 26041

*From Wheeling:*
2. Take the 1st right onto RW-2/Chapline St. Continue to follow W-2 S.
5. Turn right onto 1st St. Location is on the right.

Change Inc sits inside the Rev. William Byrd Center that sits between the American Legion and Francine Court Apartments. Applicants are to park on the street.

**New Cumberland**

Hancock County Senior Services
647 Gas Valley Road
New Cumberland, WV 26047

*Directions from Weirton*
1. North on WV Route 2 through New Cumberland.
2. At intersection of WV Route 8 turn right and head up the hill.
3. Travel on Route 8 until passing Tomlinson Run State Park entrance on left.
4. Approximately 1/2 mile past the entrance, exit straight ahead onto Gas Valley Road.
5. Hancock County Senior Services is located just past Oak Glen High School on the left.

*Directions from Chester*
2. Travel to the top of the hill and merge right onto connector for WV Route 8, continuing onto WV Route 8.
3. Travel approximately 3 miles to the entrance to Oak Glen High and Middle School.

**New Martinsville**

Wetzel County Committee on Aging
145 Paducah Drive
New Martinsville, WV 26155

*Traveling South from Moundsville:*
1. Take Route 2 South for 23 miles.
2. Turn left onto Co. Rd. 2/9/Paducah Dr.
3. Take road for 0.3 miles and destination will be on the left.

*Traveling North from Paden City*
1. Take Route 2 North for 8.4 miles.
2. Turn right onto Co. Rd. 2/9/Paducah Dr.
3. Take road for 0.3 miles and destination will be on the right.

**Parkersburg**

SW Resources Inc.
1024 7th Street
Parkersburg, WV 26101

1. Site is right next to Penzoil and close to KFC.
Petersburg
Potomac Highlands Guild
7 Mountain View Street
Petersburg, WV 26847

South From Moorefield
1. Travel US-220 to Petersburg.
2. Drive to the stop light in the middle of town and go straight through the light.
3. At the first intersection turn left (Mountain View St.) our office is on the left, parking lot on the right.

Traveling North from Franklin
1. Travel US-220 North to Petersburg.
2. Drive to the stop light in the middle of town and turn left.
3. At the first intersection turn left (Mountain View St.) our office is on the left, parking lot on the right.

Traveling South from State Route 42 or East from State Route 55
1. Drive through the stop light at the Exxon/Subway to the stop light in the middle of town.
2. At that light, turn right then take a left at the first intersection. Our office is on the left, parking on the right.

Please check schedule for available dates.

Point Pleasant
Pleasant Valley Nursing And Rehab Center
640 Sandhill Road
Point Pleasant, WV 25550

1. Heading east on Sandhill Rd., make the first right after Pleasant Valley Nursing and Rehab Center sign on right.
2. Heading west on Sandhill Rd., make a left before passing the Pleasant Valley Nursing and Rehab Center sign on the left.

Entrance to enrollment station will be on the right side of the building.

Please check schedule for available dates.

Princeton
Community Connections Inc
215 South Walker Street
Princeton, WV 24740

Heading W on US-460
1. Make a right onto Ingleside Rd.
2. Turn left onto Stafford Dr.
3. Turn right onto S Walker St. Destination will be on the right.
4. Office is in a two story brick building located in South Walker Plaza.

Heading E on US-460
1. Make a left onto Ingleside Rd.
2. Turn left onto Stafford Dr.
3. Turn right onto S Walker St. Destination will be on the right.
4. Office is in a two story brick building located in South Walker Plaza.

Ronceverte
Mountain Heart Community Services Inc. Workforce WV
25 Red Oak Shopping Center
Ronceverte, WV 24970

If traveling from the Ronceverte area
1. Follow 219 North to Fairlea.
2. The Workforce center is at the top of Ronceverte Hill, on the right, behind the Kroger the fuel station.

If traveling from the Alderson area
1. Follow Rt 63 toward Ronceverte.
2. Turn left onto Davis Stuart Rd. and continue on this road until you pass the hospital on the left.
3. Davis Stuart Rd. merges with 219 South at the intersection in front of the hospital.
4. Follow 219 South, passing Kroger, Wendy’s, and Magic Mart.

Every other Wednesday
9:00am - 12:00pm
1:00pm - 4:00pm

Every other Friday
9:00am - 12:00pm
1:00pm - 4:00pm

Monday, Wednesday, Friday
10:00am - 3:00pm

Monday – Friday
9:00am - 4:00pm
5. Turn right into the parking lot.
6. The Workforce center is on the left behind the Kroger fuel station.

**South Charleston**
MorphoTrust USA
38 River Walk Mall
South Charleston, WV 25303

From I-64 W to MacCorkle exit
1. Turn Right off exit, East bound on US-60/MacCorkle
2. Riverwalk Mall is 3/4 mi on the left, North Side of the Rd.
3. Enter the shopping center at the traffic light
4. Turn right then immediately turn left, the MorphoTrust space is next to the Electric Beach tanning salon.

The address comes up as 38 Riverside Drive on the GPS.

**Stollings**
Quality Drug Testing
4130 Hanging Rock Highway
Stollings, WV 25646

From Logan:
1. Take Rt. 10 towards Man.
2. After you pass Go Mart and Pizza Hut, turn right at the lights.
3. You will go over 2 sets of railroad tracks.
4. You will go past a Save Way gas station and car wash.
5. You will see an exit to Rum Creek Junction on the left.
6. Office is in a brown building directly across from where you exit to Rum Creek, on the right side of the road.

**Summersville**
Seneca Health Services, Inc.
804 Broad Street
Summersville, WV 26651

1. Located across the street from Pizza Hut.

**Sutton**
Central WV Aging Services Inc.
101 2nd Street
Sutton, WV 26601

From Charleston
1. From I-79 take Exit 62. Turn left at exit ramp.
2. Travel approximately 2 miles into Sutton. You will pass the Sutton Rite-Aid on the right. Continue straight until you see a brick church on the right.
3. You will turn right before you pass the church onto a brick road. The road will lead directly into a large parking lot. We are located on the second floor of City National Bank. Please enter through the back entrance and take the elevator to the second floor.

From Clarksburg
1. From I-79 take exit 67. Turn left at the exit ramp.

Please check schedule for available dates.

**Welch**
McDowell County Commission on Aging
725 Stewart Street
Welch, WV 24801

1. Located near Central Ave. 104 mi from Charleston, WV Traveling on I-64 E to I-77 S 12:30pm - 4:00pm

Please check schedule for availability.