

## Criminal Background Check

### Directions

Dear Applicant:

**You are required to receive a state criminal background check and a federal criminal background check. For out-of-state applicants, you must contact the local authorities in your home state to determine how to receive a state criminal background check and have the results sent directly to the West Virginia Board of Examiners for Registered Professional Nurses at 101 Dee Drive Charleston, WV 25311. All applicants, follow the directions below for a federal criminal background check.**

To obtain a Criminal Background Check you must have a valid photo ID:

1. West Virginia residents go to your local State Police Detachment inform them you are there to be fingerprinted for a criminal background check and you need two (2) FD-258 cards for fingerprinting. Complete the fingerprinting card for both the state and federal background checks. **The state police will oversee the process to assure fingerprints are done correctly. Take a valid photo ID with you when you go for fingerprinting.**
2. **For WV State criminal background check:** after completing the fingerprinting card, FD-258, complete the white index card with adhesive backing (WVSP39). To complete the white index card, write your address on the line beside the words "Address of Applicant", place the WV RN Board's address on the bottom four lines authorizing the Board to receive the information and sign the card. You must mail the following to the WV State Police:
  1. One fingerprinting card (FD-258) with fingerprints on it
  2. The completed white index card (WVSP 39)
  3. A stamped envelope **addresses to** the WV RN Board, and
  4. A \$20.00 money order or cashier's check payable to the WV State Police

#### **MAIL ITEMS 1 - 4 ABOVE TO:**

WV State Police  
ATTN: Criminal Records  
725 Jefferson Road  
So. Charleston, WV 25309

3. **Out-of-State applicants follow instructions given to you from the local authorities in your home state for your state criminal background check.**
4. **WV Residents and Out of State Residents: For federal criminal background check:** after completing the fingerprinting card, FD-258, you must mail one card

along with the completed “Cover Letter” and a \$18.00 money order or cashier’s check payable to the Treasury of the United States to:

FBI CJIS Division - Record Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

**A self addressed envelope is not needed for the FBI request**

It will take **approximately 10-15 weeks** to receive your WV State criminal background check and **approximately 16-18 weeks** to receive your federal criminal background check.

If you have any questions, please call the Board office and inform them you have questions regarding criminal background checks so that you can be directed to the correct individuals.

If you have any questions about this process please e-mail them to [rnboard@state.wv.us](mailto:rnboard@state.wv.us) .

Thank you.

The West Virginia Board of Examiners for Registered Professional Nurses

REVISED 10/5/05

## COVER LETTER

Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention Record Request:

I, \_\_\_\_\_, am requesting a criminal history background check for personal review pursuant to 28CFR§16.30-16.34. Please mail the results of the check to the following address:

West Virginia Board of Examiners for \_\_\_\_\_

Registered Professional Nurses \_\_\_\_\_

101 Dee Drive, Suite 102 \_\_\_\_\_

Charleston, WV 25311-1620 \_\_\_\_\_

I have a reason/date that requires expeditious handling (optional):  
**(PLEASE PLACE DATE/REASON ON OUTSIDE OF MAILING ENVELOPE)**

Date Required: \_\_\_\_\_ Reason: \_\_\_\_\_

If you have any further questions, please contact me at:

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
(Signature)

# West Virginia State Police Detachments

If a detachment nearest you is not provided on this list please visit this web site <http://www.wvstatepolice.com/detach/detach.shtml> to locate the one nearest you.

The State Police Detachments have the fingerprinting cards.

**Take a valid photo ID with you when you go for fingerprinting.**

## **Beckley, WV**

105 Pinecrest Drive  
Beckley, WV 25801-5349  
304-256-6700  
Fingerprinting hours.  
Monday 9a - 11a  
Wednesday 3p - 5p  
No appointment necessary.

## **Buckhannon, WV**

1 B-U Drive  
Buckhannon, WV 26201-9410  
304-473-4200  
Call before going to make sure a Trooper is available.

## **Charleston, WV**

711 Jefferson Road  
South Charleston, WV 25309-1698  
304-558-7777  
Fingerprinting hours:  
Mon - Friday 9a - 5p  
No appointment necessary.

## **Elkins, WV**

1300 Harrison Ave  
Elkins, WV 26241-3323  
304-637-0200  
Usually every week day there is a Trooper at this detachment who can do the fingerprinting.

## **Fairmont, WV**

1083 Country Club Road  
Fairmont, WV 26554-2314  
304-367-2701  
Call before going to make sure a Trooper is available.

## **Huntington, WV**

3339 U.S. Route 60 East  
Huntington, WV 25705-2838  
304-528-5555  
Fingerprinting hours:  
Tuesday and Thursday 8a - 4p  
No appointment necessary but may want to call to assure that a Trooper is available.

**Logan, WV**

98 Canton Lane

Logan, WV 25601-3498

304-792-7200

Fingerprinting hours:

Anytime a State Trooper is available.

No appointment necessary but may want to call to assure that a Trooper is available.

**Martinsburg, WV**

14 Trooper Drive

Martinsburg, WV 25401-5415

304-267-0001

Fingerprinting hours:

Wednesday 9a - 12p

**Morgantown, WV**

3453 Monongahela Blvd

Morgantown, WV 26505-3044

304-285-3200

Fingerprinting hours:

Mon - Friday 8a - 4p

No appointment necessary

**Parkersburg, WV**

3828 Staunton Turnpike

Parkersburg, WV 26104

304-420-4600

Fingerprinting hours:

Tuesday 9a - 11a and 4p - 6p

**Philippi, WV**

Route 2, Box 313F

Philippi, WV 26416-9673

304-457-1101

Fingerprinting usually done on Wednesday.

Call before going to make sure a Trooper is available.

**Princeton, WV**

910 Oakvale Rd

Princeton, WV 24740

304-425-2101

M-F 8a - 4p is best

**Wheeling, WV**

2600 Eoff Street

Wheeling, WV 26003

304-238-1100

Fingerprinting hours:

Thursday 8a - 4p

Call before going to make sure a Trooper is available.