

## Manual Card Submission Procedures

Applicants who are unable to be fingerprinted in WV at a MorphoTrust Live Scan site can submit FBI hard cards to the MorphoTrust card scan office. The MorphoTrust hard card scanning program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a “hard card” into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to a LiveScan machine. The section below details the procedures for submitting fingerprints to the LiveScan Processing Unit.

### West Virginia

- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints or LiveScan fingerprints.
- Fingerprints may be submitted on FBI applicant cards or fingerprint cards from any other state or local government agency (we prefer standard FBI applicant cards). Standard card is form **FD-258** available from your agency or the FBI. **Slap prints (all four fingers at once on each hand) on the bottom of the card MUST be printed vertically in the assigned boxes on the card, not slanted or horizontal.**
- Applicants need to make sure the fingerprint card is completely filled out. Required information includes: Full name, date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, reason fingerprinted and ORI.
- Applicants will need to mail a copy of the appropriate West Virginia Card Scan Information Form with the fingerprint card. All fields must be completed and match information provided on the fingerprint card. **All information should be legible.**
- Applicant must complete and sign a WVSP Authorization form. Form 39 is used for STATE ONLY Requests, Form 39C is used for NCPA/VCA requests, and Form 39F is used for STATE AND FBI Requests. *Any applicants under the age of 18 must have a guardian signature on the fingerprint card and authorization form.*
- **Failure to completely fill out the information on the fingerprint card or failure to provide the appropriate Information Form will result in the card being returned to the applicant, which will delay the fingerprint submission.**
- The fully completed card, along with the WV Card Scan Information Form, Authorization Form, and the appropriate fee (indicated in the application packet) should then be mailed to the following address:

***MorphoTrust  
West Virginia Cardscan  
3051 Hollis Drive, Suite 310  
Springfield, IL 62704***

Please include a daytime telephone number or email address where the applicant can be reached if we have a question about the fingerprint card.

- Please include the full name of the applicant on each check or money order.
- Applicants wishing to verify that a fingerprint card has been processed may call (855) 766-7746 and speak with a customer service representative.

## West Virginia Card Scan Services - Information Form

**Instructions for applicant: Please complete and return**

1. Card Scan Information Form (this form)
2. Payment made payable to MorphoTrust
3. Two (2) completed fingerprint cards
4. One (1) WVSP 39 Authorization form for State Only requests, one (1) WVSP 39C Authorization form for NCPA/NCA requests, or One (1) WVSP 39F Authorization form for State and FBI requests

Send above packet to:

**MorphoTrust**  
**West Virginia Cardscan Dept**  
**3051 Hollis Drive, Suite 310**  
**Springfield IL 62704**  
**Checks should be made payable to MorphoTrust**

**Please Print Clearly**

ORI: \_\_\_\_\_ Contributor Agency: \_\_\_\_\_

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

Name of Applicant: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Alias / Maiden Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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 \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

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### **Payment Section:**

- Regular Background Check (WV state check only) \$32.50
- Central Abuse Background Check (WV state check only, DHHR facility number needed) \$22.50
- NCPA / VCA Background Check (WV state and FBI check) \$33.25
- State and Federal Background (if authorized by WVSP and FBI) \$44.50
- State and Federal with DHHR facility number (Central Abuse, if WVSP authorized) \$34.50
- Payment for the Card Scan submission must be included with your fingerprint cards **made payable directly to MorphoTrust**—in the form of a personal, business, and certified or bank check or a money order.

WVSP 39 **STATE ONLY** REQUEST-FINGERPRINT AUTHORIZATION

07/15

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Certification: I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police in the Automated Fingerprint Identification System and that my fingerprint images will be stored electronically on site in a secure manner for Rap Back purposes. I certify that this is for official business and I am authorizing the below named agency/individual to obtain any record found.

Agency/Individual Name \_\_\_\_\_

Agency/Individual Address \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Facility Number (if applicable) \_\_\_\_\_

WVSP 39C **NCPA/VCA ONLY** REQUEST-FINGERPRINT AUTHORIZATION

07/15

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Certification: I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police and/or the FBI in the Automated Fingerprint Identification System and that my fingerprint images will be stored electronically on site in a secure manner for Rap Back purposes. I certify that this is for official business and I am authorizing the below named agency/individual to obtain any record found.

Agency/Individual Name \_\_\_\_\_

Agency/Individual Address \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Entity Number \_\_\_\_\_

WVSP 39F **STATE AND FBI** REQUEST-FINGERPRINT AUTHORIZATION

07/15

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Certification: I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police and/or the FBI in the Automated Fingerprint Identification System and that my fingerprint images will be stored electronically on site in a secure manner for Rap Back purposes. I certify that this is for official business and I am authorizing the below named agency/individual to obtain any record found.

Agency/Individual Name \_\_\_\_\_

Agency/Individual Address \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Facility Number (if applicable) \_\_\_\_\_