

Background Checks/ Morpho Trust

1. Click on this link, <http://www.identogo.com/>
2. Select **West Virginia** from the “Search for services by state” drop down menu on the right and click GO
3. Click on **State Fingerprinting**
4. Click on **Make a New Appointment**
5. In the drop down box *Type of Background Check* select **NCPA/VCA Agencies** >> click Continue
6. Our *Agency Name* is **Energy Express AmeriCorps** >> click Continue
7. Enter our account validation number which is **WVN30F083** >> click Continue
8. Enter your information
 - a. In *Stay Informed!* Please put our e-mail address energy.express@mail.wvu.edu
9. Schedule your appointment
10. Energy Express will be billed directly. You will need to confirm the amount due is **\$0.00**
11. Print the confirmation screen or make note of your **Appointment Date and Time.**

You may also call Morpho Trust USA at 1-855-766-7746

Below are some screen shots to help guide you through the process.

If you have any questions please call John Lyonett, Energy Express AmeriCorps Coordinator, at 304-293-1520

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Go to <http://www.identogo.com/>

2

The screenshot shows the Identigo homepage. At the top, there is a navigation bar with the Identigo logo and links for Services, Solutions, Locations, News, and Partners. A blue button labeled "Get Fingerprinted" is on the right. The main content area features a large background image of an American flag and a building. The headline reads "We provide identity-related services nationwide to protect American lives." Below this, there are two search options: "Find the nearest Identigo center." with a text input field for "Zip, city, or state", and "Search for services by state." with a dropdown menu showing "West Virginia" and a blue "Go" button. A red oval highlights the "Search for services by state" section.

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The screenshot shows the Identigo West Virginia location page. The URL in the browser is <https://www.identogo.com/locations/west-virginia>. The page features the Identigo logo and navigation links. The main heading is "West Virginia". Below the heading, there is a paragraph of text: "MorphoTrust USA is the nation's leading identity solutions provider. Today, the company partners with many federal, state and local government agencies, as well as businesses covering a variety of industries, that count on us for the secure capture and transmission of applicant fingerprints. We proudly serve millions of customers each year in our nationwide network of locations." Another paragraph follows: "MorphoTrust USA Centers provide convenient, professional environments for live scan (electronic) fingerprinting services, delivered by trained Enrollment Agents. MorphoTrust USA is also a certified FBI Channeling Agent." A faint map of West Virginia is visible in the background.

Enrollment Services

Select an Option Below to Get Started

The screenshot shows the "Enrollment Services" section. It contains three service options, each with an icon and a description. The "State Fingerprinting" option is highlighted with a red oval. The options are:

- State Fingerprinting**: Fingerprinting for state agency or
- TSA Pre/®**: An expedited security screening
- HAZMAT**: A threat assessment for any driver



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Please choose an option below:

Make a New Appointment

Start the appointment process.

Change Existing Appointment

Change the date, time and location of an existing appointment.

Browse Locations

Browse a listing of locations before starting the appointment process.

Forms & Links

Access forms and links for information on the process.



SAFRAN
MorphoTrust USA

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Step 1: Your program

Step 2: Your details

Step 3: Your appointment

Step 4: Your review

Step 5: Your confirmation

Select the type of background check as it appears on your application form. If you are unable to determine the type of background check, please call MorphoTrust USA at (855) 766-7746 for assistance.

Type of Background Check*

NCPA/VCA Agencies

Back

Cancel

Continue



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Step 1: Your program

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Please select an agency.

Agency Name*

Energy Express Americorps

Back

Cancel

Continue





West Virginia



- Step 1: Your program
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Services

Service Name		Account Number Validation	Valid
Energy Express Americorps Volunteer	<input type="button" value="Edit"/>	<input type="text" value="WVN30F083"/>	<input checked="" type="checkbox"/>



West Virginia



- Step 1: Your program
- Step 2: Your details
- Step 3: Your appointment
- Step 4: Your review
- Step 5: Your confirmation

First Name*	Last Name*	Middle Name	Suffix		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>		
Alias First	Alias Last	Alias Middle	Alias Suffix	Social Security	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>

Address Line 1*	Address Line 2		
<input type="text"/>	<input type="text"/>		
City*	Zip Code*	Country*	State
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Home Phone*	Work Phone	Cell Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Stay Informed!
 Providing your email address gives you access to real time updates with your enrollment and makes updates and status checks easier.

You must enter the program email address Energy.Express@mail.wvu.edu to allow the program to document your appointment date and time. Failure to include the email address will cause additional effort later.

Date of Birth* **Gender*** **Height*** ft. inch. **Weight***

Hair Color* **Eye Color***

Race* **Ethnicity** **Skin Tone**

Birth City* **Birth Country*** **Birth State**

Social Security **Confirm Social Security**

Citizen Country* **Issuing State of ID** **State or Drivers License ID** **Drivers License Type**

Employer Name **Occupation**

Employer Address Line 1 **Employer Address Line 2**

Employer City **Employer Zip** **Employer Country** **Employer State**

Are you a US Citizen?
 N Y

Back **Save and Back** **Cancel** **Continue**

Select your location.



Step 1: Your program Step 2: Your details Step 3: Your appointment Step 4: Your review Step 5: Your confirmation



- Select Location:**
- Martinsburg**
100 Eagle School Road (Resource Center-Goodwill)
Martinsburg, WV 25401
 - Shepherd**
Main Street
Shepherd, WV 26041
 - Elkins**
598 Harrison Ave
Elkins, WV 26241
 - Clarksburg**
500 West Main Street
Clarksburg, WV 26301
 - Bridgeport**
102 Second Street
Bridgeport, WV 26330
 - Morgantown**
889 Mylan Park Lane
Morgantown, WV 26501
- « 1 2 »

	Tue 03/26	Wed 03/27	Thu 03/28	Fri 03/29	Sat 03/30	Sun 03/31	Mon 04/01
08:30 AM	OPEN	FULL	FULL	CLOSED	CLOSED	CLOSED	
08:35 AM							
08:40 AM							
08:45 AM							
08:50 AM							
08:55 AM		FULL					
09:00 AM							
09:05 AM							
09:10 AM							
09:15 AM							
09:20 AM							
09:25 AM							
09:30 AM							
09:35 AM							
09:40 AM							

White blocks indicate available appointment times. Click on white time slot to select time.

Narrow results by: Supercenter Locations Only Accepts Walk-ins
 Narrow times: Morning Afternoon Evening All

Morning = Before Noon
 Afternoon = Noon to 4PM
 Evening = After 4PM

10 Virginia



- Step 1: Your program
- Step 2: Your details
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Your program

Energy Express Americorps Volunteer \$0.00

Your details

First Name*	Last Name*	Middle Name	Suffix
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Should show \$0.00 and Energy Express AmeriCorps Volunteer

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Internet Explorer provided by Dell

enrollment.com/OpenNetworkPortal/spring/customer?execution=c1a8

Birth City* Birth Country* Birth State*

Social Security Confirm Social Security

Citizen Country* Issuing State of ID State or Drivers License ID Drivers License Type

Employer Name Occupation

Employer Address Line 1 Employer Address Line 2

Employer City Employer Zip Employer Country Employer State

Are you a US Citizen?
 N Y

Your appointment

Appointment Details:
 3/14/12 4:10:00 PM - 4:30:00 PM
 Morgantown
 1001 Greenbag Road
 Morgantown, West Virginia 26508

Submit and Continue

If you have any questions, please call L-1 Enrollment Services at (855) 766-7746

Mark "other" for Drivers License type.

Confirm and print your appointment date, time and location. Then click **Submit and Continue**.

You must take the L-1 letter and Driver's License/Photo ID to the appointment.