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│                 Monongalia County Schools                    │
│            WV State Background Check Procedure               │
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If you are located in WV, you may schedule an appointment for a West Virginia State background check by following these steps through IDENTOGO.

Use the following step-by-step directions to schedule an appointment:
1. Visit https://uenroll.identogo.com   or   Call: 1-855-766-7746
2. Enter the **Service Code** you received (**228QN5**)
3. Select "**SCHEDULE OR MANAGE APPOINTMENT**"
4. Enter your Personal information as required on the next screen
5. Enter the **Facility Number** you received **(UEWV00340)**
   ● Monongalia County Schools should be displayed. CLICK - NEXT
6. Enter Citizenship Information. CLICK - NEXT
7. Enter Alias Information (i.e. maiden name) and Personal Information
8. Enter Mailing Address
9. Choose what Documents you will bring
10. Enter you Zip Code to choose location/date and time.

Things to remember:
Service Code: 228QN5   AND   Facility Number: UEWV00340
Results will be sent to Monongalia County Schools Human Resource Dept.
Cost: $32.50
Place: PACE Center (near Mylan Park Elementary School)
Other locations: **Kingwood: Senior Center   or   Fairmont: Whitehall**

Questions, please contact:
Mary Beth Abate'
mary.abate@k12.wv.us

If you are applying for a license with the West Virginia Department of Education for Teaching, School Nurse, School Psychology, School Counseling, Coaching, ECCAT, Paraprofessional, etc. Please check with Mary Beth before you schedule an appointment for **THIS** background check. Thank you