

# FOR OFFICIAL USE ONLY

## WEST VIRGINIA

### REQUIRED FORMS

- SF87 or FD258 Fingerprint Card
- West Virginia Certification and Authorization Form

### REQUIRED FIELDS

- Please refer to the [FD258 Fingerprint Card Guidance](#) or the [SF87 Fingerprint Card Guidance](#) sections near the end of this guide for details on successfully filling out this item.

### ADDITIONAL PROCESSING REQUIREMENTS

- The West Virginia Certification and Authorization Form or the previous barcoded IdentoGO Enrollment Confirmation Form **REQUIRES** the subject's **original ink signature**, date, printed name, date of birth, phone number, and email (or second phone number).
  - **Original ink signature is required.** Copied signatures, digital/electronic signatures, typed signatures or other variations cannot be accepted for West Virginia State submissions.
  - Submission of the West Virginia Certification and Authorization Form to DCSA with the original fingerprint card and original case papers replaces the previously used barcoded IdentoGO Enrollment Confirmation Form, which DCSA will discontinue sending back to submitting agencies for signature.

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# West Virginia Certification and Authorization

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: Defense Counterintelligence and Security Agency (DCSA)

## PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant Name (Last, First, Middle)

\_\_\_\_\_  
Applicant Date of Birth (MM/DD/YYYY)

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

\_\_\_\_\_  
Email or Phone 2

If the applicant is younger than 18 years of age, a parent/guardian must sign the fingerprint authorization.