

West Virginia Department of Human Services

VeriCheck Background Check Request



Welcome to WV VeriCheck

Introduction

Accessing the Background Check Application Form does not require an ID code or password. You will need to use the Agency ID provided by the Agency and then follow this link: <https://forms.wvverichack.wv.gov/applicant> to enter the VeriCheck portal and complete the first step in the background check request.

Our first step will be to enter the Agency ID mentioned above in the text box on the login page (**blue arrow**). The CloudFlare verification should complete automatically. Once you see the “Success” with the green check mark you can click the “**Start Application**” blue button (**gold arrow**).

A screenshot of a web form for entering an Agency ID. The form has a light blue header and a white body. The text "Please enter the agency identification number" is at the top. Below it is a label "Agency ID" and a text input field. A blue arrow points to the input field. Below the input field is a green checkmark icon and the word "Success!". To the right of the success message is the CloudFlare logo and a "Privacy" link. At the bottom of the form is a blue button labeled "Start Application". A gold arrow points to this button.

Upon accessing the West Virginia DoHS VeriCheck Background Check Request page, you will see the following screen:

Confirm Agency Details

AUTHORIZED USE ONLY: Access to this system is restricted to authorized users for the sole purpose of conducting mandatory background checks as required by state and federal law. Unauthorized access or misuse of confidential information is strictly prohibited and subject to legal penalties. All activities are monitored.

Please verify: Verify that the agency listed is the correct agency to receive the results of the background check you are submitting. If this information is incorrect, immediately notify your point of contact at the agency before proceeding. To continue after your verification, select the **Proceed to Application** button.

Agency Information		
AGENCY ID	REQUESTING AGENCY	ADDRESS
	A Little People Place	728 1/2 29th Street, Parkersburg, WV-26101

 ☐ I confirm that the agency information displayed above is correct. *

[Back](#) [Proceed to Application](#) 

This screen has several things we need to attend to. The first is the red bar along the top, which denotes that *this system is restricted to authorized users for the sole purpose of conducting mandatory background checks*, and should not be used for any other purpose.

The light blue bar below asks us to verify the Agency Information below it. Here it will display your chosen **Agency ID** (covered in the image), the name of the **Requesting Agency**, and the **Address** of that Agency.

Below this is a checkbox to confirm that the ID has pulled up the correct Agency (**blue arrow**). **NOTE** that if this is not the correct Agency please click the grey **Back** button and confirm the information before continuing.

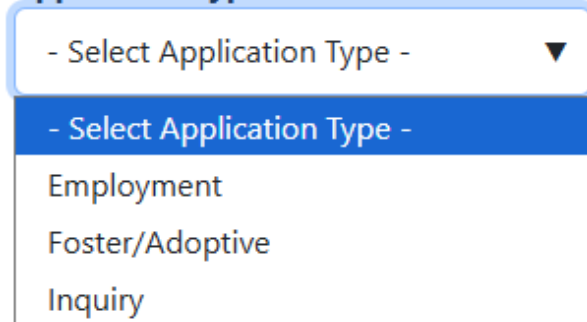
To proceed, we need to click the green **Proceed to Application** button (**gold arrow**) This will land us on **Step 1: Personal Information**.

Step 1: Personal Information

The Personal Information screen has numerous options that we will walk through one by one.

The first thing we have to decide is what **Application Type** we need to put in. Select the appropriate option from Employment applications, Foster/Adoptive provider applications, or general Inquiries.

Application Type *



- Select Application Type -

- Select Application Type -

Employment

Foster/Adoptive

Inquiry

First Name *



☐ I attest that the middle name is correct

Next we will enter the **First Name**, **Middle Name** (if applicable), **Last Name**, and **Suffix** (if applicable) of the person the background check will be conducted on. If Middle Name and Suffix are not applicable, leave them blank.

While we do not need to enter a middle name, we must check the box attesting that the middle name we have entered is correct (**blue arrow**).

Below this we must enter the following information:

- **Date of Birth**
- **SSN (Social Security Number)**
- **Sex Assigned at Birth**
- **Race**



Date of Birth * 06/25/1996

SSN * 123456789

Email Address

Sex Assigned at Birth * Male

Race * White

There is also a space to enter the **Email Address** if one is known or recorded.

Our final boxes allow us to enter **Name History and Aliases** if necessary. Use this only if the applicant has used other names including things like *maiden names*, *aliases*, *former married names*, and so on. If applicable, enter that information. You may click the blue “+ Add Row” button to add additional names if needed.

When completed, click the “**Next: Address Information**” button at the bottom.

Step 2: Address History

On this screen we begin by entering the complete record of known addresses without an gaps. We will need to enter the following information:

- **Current Physical Address**
- **City**
- **State**
- **Zip Code**
- **County**

Step 2: Address History

Current Physical Address *		Address Line 2 (Optional) (Suite, Apartment#)	
350 Capitol St			
City *	State *	Zip Code *	County *
Charleston	West Virginia	25304	Kanawha

If the address where the client accepts postage and mail is the same as the address above, we can **click the check box** to automatically apply this information. This will make the *Mailing Address* fields unable to be edited, but they will be filled out.



Mailing address same as Physical address

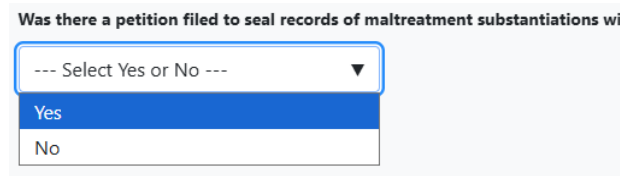
We must also complete the **Residential History**, which includes all previous locations where the person has lived. We have to add the **Start Year** and the **End Year** of each residence, as well as the **Address**, **City**, **State**, and **Zip Code**. Remember to include the **County** information, if known.

To add additional addresses click the “+ Add Row” button (**blue arrow**) in the lower left. To remove a row with errors click the red “X” button to the right (**gold arrow**).

Start Year	End Year	Address	City	State	Zip Code	County	
				-- Select State --		-- Select County --	X
+ Add Row							

Step 3: Acknowledgement and Agreement

This step requires us to authorize and release the record check we are attempting to complete. The first option on this page asks **Was there a petition filed to seal records of maltreatment substantiations with the court system**, and we are required to choose one.



Was there a petition filed to seal records of maltreatment substantiations with the court system?

--- Select Yes or No ---

Yes

No



Please include any information about the stated court hearing

←

↓

☐ I have successfully petitioned the circuit court to have my records sealed pursuant to §49-4-601b and Legislative Rule §78-27-7.

If we choose **Yes** in the drop-down then we need to enter the *information about the stated court hearing* (blue arrow) which could include court order information, court number, the county of jurisdiction, the date of the order, or any other relevant information.

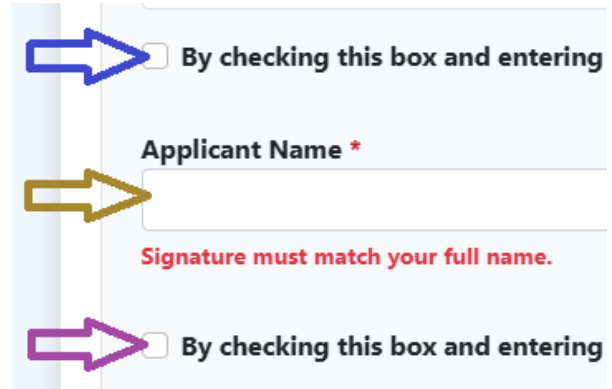
There is also a checkbox (gold arrow) which allows us to indicate if the person in the background check has petitioned the court to have their records sealed by the court.

Continuing from the image above or if we selected **No** in the drop-down box from above, we are given a large text box with a statement that the person in the background should affirm. We must **check the checkbox** (blue arrow) that they have acknowledged, read, and understood the statement.

We must enter the **applicant's name** (golden arrow). **NOTE** that this must exactly match the First Name, Middle Name, and Last Name of the applicant.

Then we must **check the final checkbox** (purple arrow). This statement will change depending on the type of application (Employment, Foster/Adoptive, or Inquiry), but must be checked regardless.

Only if Employment or Foster/Adopt applications, we must enter the **Third Party**



By checking this box and entering

Applicant Name *

Signature must match your full name.

By checking this box and entering

Name, which is the name of the person entering the application for the person in the background check.

Third Party Name

When we finish, we want to click the green **"Submit Application"** button at the bottom.

If the application has been successfully submitted we should see the screen to the right.



**Your submission is
successful!**



Your background check application has been successfully submitted for review. When your application has been reviewed your results will be available for your agency contact. If you have any questions, contact the requesting agency for this application.

Congratulations! The background check has been submitted to the Agency. The VeriCheck workers will need to process the application, which is covered in another training.