



Policy Name: EMS Personnel Background Check Policy

Policy Number: 6.1-020113

**PURPOSE:** To ensure all EMS certification applicants undergo a National and State background investigation to identify any such individuals who may pose a risk to the safety and security of the citizens of WV.

POLICY: Certified EMS personnel are uniquely situated to have complete access to a citizen when they are most vulnerable. A background investigation will be conducted to ensure the applicant does not have a history of crimes against property, person or public trust and other charges that could pose a public threat. It is the responsibility of the applicant to apply for the criminal background check according to the procedures and directions of this policy.

### PROCEDURE/REQUIREMENTS:

- A. All applicants for initial EMS certification in West Virginia must obtain a criminal background check **except**:
  - 1. EMT Miners.
  - 2. Individuals who have completed a criminal background check for WVOEMS certification within the previous three (3) years.
  - Individuals with a verified criminal background check from a governmental licensing agency required to conduct a comparable background check within the previous three (3) years may be recognized by WOVEMS.
- B. WVOEMS will only cover fees for the background check from the designated vendor. The applicant is responsible for all other fees charged for processing or printing.
- C. Applicants should apply for a criminal background check as early as possible in the education and certification process as:
  - 1. It may take six (6) or more weeks for WVOEMS to receive criminal background check results.
  - 2. Temporary certificates will **not** be issued pending receipt of criminal background check results.
- D. Results of criminal background checks must be submitted directly to WVOEMS by the designated vendor.
- E. Criminal background check procedure:
  - 1. Applicants must follow the Manual Card Submission Procedures for the vendor chosen by the West Virginia State Police (WVSP) for processing backgrounds. Please note: Law Enforcement Agencies may charge a fee for fingerprinting in addition to the processing fee. These fees are not covered by WVOEMS.
    - a. Present a valid photo ID.
    - b. Complete a FD-258 FBI fingerprint card for the criminal background check (example attached).





Policy Name: EMS Personnel Background Check Policy

Policy Number: 6.1-020113

- b. Complete a FD-258 FBI fingerprint card for the criminal background check (example attached).
- c. Complete a WVSP 39 Fingerprint Authorization card.
- d. Mail the following items to a designated vendor:
  - i. Completed FD-258 fingerprint card
  - ii. A WV Card Scan Information Form
  - iii. The fully completed fingerprint card along with WV Card Scan Information Form and Authorization Form
- F. West Virginia Office of Emergency Medical Services will complete these additional background checks:
  - U.S. Health and Human Services Office of the Inspector General's exclusion list.
  - 2. Sex offender registries.
  - 3. Child support payment status.
  - 4. National Healthcare Integrity and Protection Data Bank.

APPLICABLE CODE/RULE: WV Code §16-4C-6, §16-4C-8, and §64 CSR 48-6.

APPENDICES: Finger Print Card Submission Procedures Form for L1 Live Scan site locations.

Special Note: The designated vendor for the WVSP at the time of this policy is:

L-1 Enrollment - Morphotrust West Virginia Cardscan 1650 Wabash Avenue, Suite D Springfield, IL 62704

Effective Date: February 1, 2013 Approved: Mach Hol





Policy Name: EMS Personnel Background Check Policy

Policy Number: 6.1-020113

# APPENDICES: Finger Print Card Submission Procedures Form for L1 Live Scansite locations.

## 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 hang) 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 one WVSP 39 or 39C Authorization form. Form 39C is used for NCPA/NCA requests. Any applicants under the age of 18 must have 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 1650 Wabash Avenue, Suite D 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.

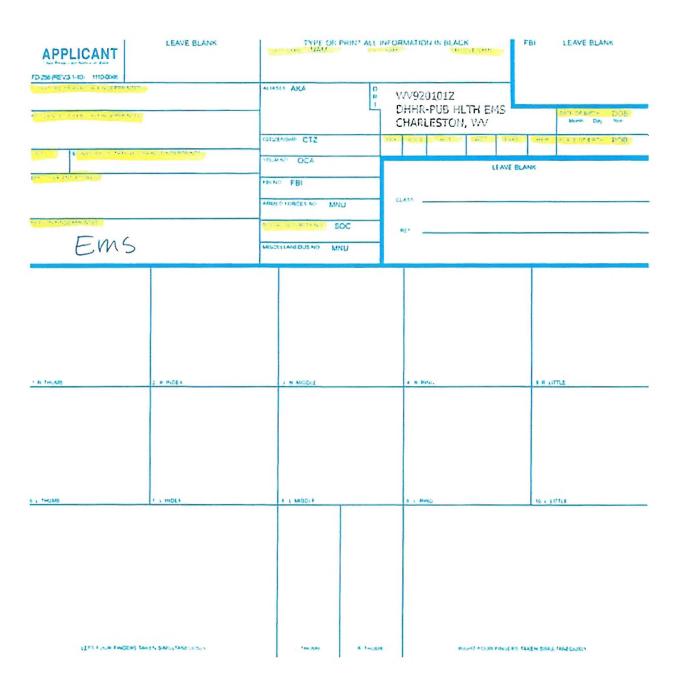




Policy Name: EMS Personnel Background Check Policy

Policy Number: 6.1-020113

**EXAMPLE: FD-259** 



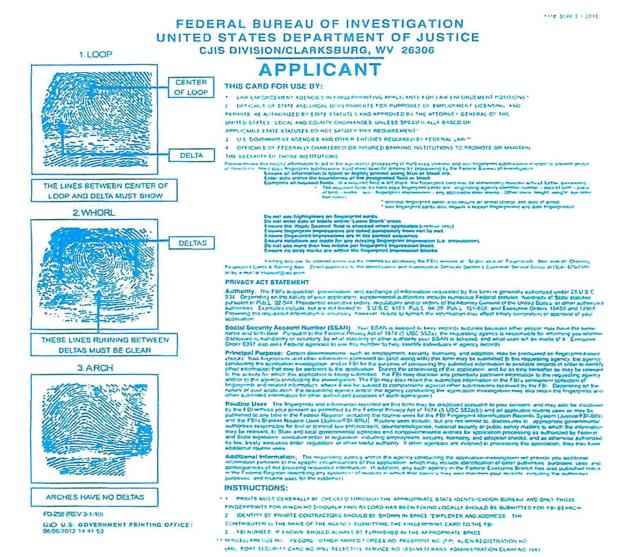




Policy Name: EMS Personnel Background Check Policy

Policy Number: 6.1-020113

**EXAMPLE: Reverse Side of FE-258** 







Policy Name: EMS Personnel Background Check Policy

Policy Number: 6.1-020113

#### **EXAMPLE: WV Card Scan Information Form**

# 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
- One (1) WVSP 39 Authorization form or one (1) WVSP 39P Authorization form for NCPA requests

Send above packet to:

MorphoTrust
West Virginia Cardscan Dept
1650 Wabash Ave Suite D
Springfield IL 62704
Checks should be made payable to MorphoTrust

# Please Print Clearly

ORI:	Contributor	utor Agency:				
Check one:   New Subr	mission	□ Resubmission	If resubmission, lis	t TCN Number here:		
Name of Applicant: Last		First		M.l		
Alìas / Maiden Name:						
Street Address:						
City, State, & Zip:						
Date of Birth:		Age:	Sex:	₃ Male □ Female		
Race:	_	Ethnicity:   Hispar	nic 🛘 Non- Hispar	ic 🗆 Unknown		
Height:ft	in.	Weight:	lbs.			
Skin Tone:		_ Eye Color:		Hair Color:		
State/Country of Birth: _			Country of Citiz	renship:		
Social Security number:			Contact Phone	Number:		

#### Payment Section:

- Regular Background Check (WV state check only)
  Central Abuse Background Check (WV state check only, DHHR facility number needed)
  NCPA / VCA Background Check (WV state and FBI check)
  State and Federal Background (if authorized by WVSP and FBI)
  \$45.35
- Payment for the Card Scan submission must be included with your fingerprint cars <u>made payable directly</u> <u>To MorphoTrust</u> in the form of a personal, business, and certified or bank check or a money order.





Policy Name: EMS Personnel Background Check Policy

Policy Number: 6.1-020113

**EXAMPLE: WVSP 39** 

1/03 MA21, 38	FINGERPRINT AUTH Type or Print ALL Info					
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.						
I certify that this is for official business and I am authoring  To obtain any record found.						
	(Signature)	(Address)				





Policy Name: EMS Personnel Background Check Policy

Policy Number: 6.1-020113

**EXAMPLE: WVSP 39C** 

WVSP 30C 1/08	NCPA/VCA FINGERPRINT AUTHO TYPE OR PRINT ALL INFORMA	577 57 575
Address of Ap	olicant	
federally maint	I hereby request a fingerprint based criminal history realized arrest record on the herein named individual and mation will be retained by the West Virginia State Posystem.	d by submitting this request, I understand that the
	is is requested for official business and am authorizing to obtain a copy of any record found.	$g \square$ only the listed qualified entity or $\square$ any
	(Signature)	(Qualified Entity and Address)