



West Virginia Criminal Records

To obtain a criminal record from the state of West Virginia, please follow the steps listed below.

1. A **clear** fingerprint (all ten fingers) of the person being searched must be placed on a special fingerprint card in the appropriate places provided. Note: A copy of the card **will not** be accepted.
2. Complete the Fingerprint Authorization card (only complete the Address of Applicant and the Applicant's Signature). The individual being searched **must** sign.
3. Key in requests for criminal record searches on the computer.
4. Mail the fingerprint card and Fingerprint Authorization card to:
USIS
ATTN: Criminal Records Department
4500 S. 129th East Ave., Suite 200
Tulsa, OK 74134-5885
5. Receive criminal reports on the computer at the specified turnaround time (see Turnaround Schedule).
6. If fingerprint card is needed, please contact USIS at 800-625-5291.

** It is important to note that anything sent to West Virginia **MUST NOT** be folded.**

If you have the thumbprint card please call the above number, select option 2 and stay on the line for our voice mail. Please request new forms, as the state will only accept the older version through July 1, 2003.