WV CARES
West Virginia Clearance for Access: Registry & Employment Screening

APPLICATION TIPS

Common Application Mistakes

Wrong Date of Birth
Name Misspelled
Wrong Social Security Number
Wrong Facility ID Number

Any of these mistakes will delay the application process or may even require a new application to be started!

Help ensure applications are processed quickly and accurately by following these best practices:

VERIFY INFORMATION
Compare the applicant's details with their identification card and Social Security card before submitting

DOUBLE-CHECK ACCURACY
Review all information for correct spelling and accuracy prior to submission

COMPLETE SELF-DISCLOSURE FORMS CAREFULLY
- Ensure every question is answered
- The form must be signed and dated
- The self-disclosure form is not time limited and includes the applicants entire criminal history record
- Submit with **60 days** of the signature date

HANDLING SELF-DISCLOSURE ISSUES
If you receive an email about a missing self-disclosure -
- Upload a new, completed form
- **Do not** re-upload the same form
- Contact WV CARES after submitting the replacement

ONE APPLICATION PER APPLICANT
Submitting more than one application for an applicant can cause confusion and delays

SUBMIT BEFORE FINGERPRINTING
Submit the application **before** the applicant is fingerprinted. If fingerprints are completed without an application on file with WV CARES, they must be matched to an application within **30 days** or they will not be accepted.

NEED HELP WITH THE APPLICATION PROCESS?

Call or email WV CARES with any questions or issues during the application process.

CONTACT INFORMATION

Phone
304-558-2018

Email
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