



## **BACKGROUND/FINGERPRINT PROCESS**

This is a requirement for NEW enrollees with WVBTT.

### **How to obtain a Criminal Background Records Check for WVBTT**

#### **Where to obtain a Criminal Background Records Check**

- ✓ Please visit L-1 Enrollment Services at [www.l1enrollment.com](http://www.l1enrollment.com) or by calling (855) 766-7746.

#### **Cost for Services**

- ✓ Cost for services is: \$28.85. The required fee is to be paid at the time you complete your on-line application or when applying in person for services at an enrollment center.
- ✓

#### **Completing On-line enrollment information**

- ✓ Visit [www.l1enrollment.com](http://www.l1enrollment.com).

*NOTE: If you do not wish to complete this process on-line, please visit an enrollment center from the attached listing.*

- ✓ Select your state. You may either select from the pull down list or click "WV" on the map shown below.
- ✓ You will be asked to "**Choose an Option**"
- ✓ Select "**Make an Appointment**"
  - ❖ You will be asked for "**TYPE OF BACKGROUND CHECK**". Even though WVBTT is not your employer, you will need to select "**WV Employer Record Check**" from the drop-down list – Hit **Continue**
  - ❖ You will be asked for a "**FACILITY NUMBER**" Select "**No**" – Hit **Continue**
  - ❖ You will be asked for a "**FACILITY NAME**" From the drop-down list select "**Not Listed**"
  - ❖ "**SERVICES**" screen appears – Hit **Continue**
  - ❖ Complete **ALL** information with a red asterisk ( **\*** ) - using the drop-down list (when it appears) for accuracy in completing the list.

- ❖ When you reach “**EMPLOYER NAME**” type in the following information:

**EMPLOYER NAME:** WVBTT Practitioner Enrollment Unit  
**ADDRESS LINE 1:** CFO PRACTITIONER ENROLLMENT  
**ADDRESS LINE 2:** P.O. Box 29134  
**CITY:** Shawnee Mission **ZIP:** 66201-9134 **COUNTRY:** United States  
**STATE:** KS

- ❖ **Continue** on to the Appointment Page. **Choose** your location on the left side of the screen. *This is determined by zip code entered.* You will be able to then view the appointment calendar for a particular enrollment center. Open blocks (white) indicate availability for time. You have the capability to navigate to another week if your current week is FULL or if those times do not work with your schedule. Hit **Enter**.
- ❖ Select  to receive your confirmed appointment at the selected location.
- ❖ Hit **Submit and Continue** to move on to the **PAYMENT SCREEN**.

What if I have to cancel my scheduled appointment?

- ✓ If for any reason you need to cancel your scheduled appointment, do not contact the Enrollment Center. Please contact L-1 Enrollment Services at (855) 766-7746 and speak with someone in Enrollment Services.

If you experience any trouble using the on-line application process, please contact

**L-1 Enrollment Services at (855) 766-7746 and speak with someone in Enrollment Services**

**TIP:** *It is best to use the drop-down list that is provided. You won't have to repeat steps by using information that is not recognized.*

