

DEPARTMENT OF HOMELAND SECURITY  
**CAPITOL POLICE**  
**DIVISION OF PROTECTIVE SERVICES**

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Kevin J. Foreman  
Director

Jack C. Chambers  
Deputy Director

**Memorandum**

To: All State Agencies awarding contracts for vendors working at the Capitol Complex property or vendors that place employees either working on state facilities or working remotely via computer and have access to sensitive information or systems.

From: Kevin J. Foreman, Director  
WVDPS Capitol Police

Ref: Instructions for individuals to obtain fingerprints spending unit responsibilities

The government entities obtaining services from vendors and contractors shall obtain a list of the individuals that will be present on the capitol complex and forward the list along with a completed and signed WVDPS Form 12-26 to this office in order for us to verify the names when we receive results from IndentoGo/Idemia. Please call the main office for an email address to send them or fax them to 304-558-5604.

Attached to this memorandum are the WVDPS Form 12-26 and Privacy Act Statement that must be given to the applicant prior to being fingerprinted. The WVDPS Form 12-26 must be completed and received by this office prior to any background information being approved. Vendor applicants must make an appointment by calling the toll free number 1-855-766-7746 or register online at [www.identogo.com](http://www.identogo.com). Large groups can be accommodated, but prior arrangements must be made with IdentoGo. The web site lists multiple locations across the state for fingerprinting.

Payment must be received at the time of printing and the fee is the responsibility of the vendor or contractor holding the contract. Prepayment is available once an account with IdentoGo has been set up. Again, the WVDPS Form 12-26 is to be sent to Capitol Police prior to the fingerprinting at IdentoGo. All background checks must be WV State and Federal Backgrounds to be acceptable.

If you have any questions feel free to contact me at 304-558-9911.

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