



# WV CARES

West Virginia Clearance for Access: Registry and Employment Screening

## WV CARES Administrator Account Registration Form

This form is to be filled out by the person who will be responsible for assigning WV CARES user roles for the agency/organization. WV CARES Staff will only create **ONE** account per facility. It will be the responsibility of the facility WV CARES administrator to create additional accounts.

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Facility/Provider:** \_\_\_\_\_

**Please provide 3 username preferences for facility/provider WV CARES administrator:**

1. \_\_\_\_\_ **(ex. Smith1472)**
2. \_\_\_\_\_ **(ex. ASmith)**
3. \_\_\_\_\_ **(ex. Asmith1)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Return forms to:**  
  
WV CARES  
[wvcares@wv.gov](mailto:wvcares@wv.gov)

**WV CARES Office Use Only:**  
Received: \_\_\_\_\_  
  
Entered: \_\_\_\_\_  
  
Entered By: \_\_\_\_\_  
  
Providers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_