

## FINGERPRINT INSTRUCTIONS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK

You may have your fingerprints taken according to one of the following options. Please note that all applicants must now register before doing their fingerprint background checks. You may visit <https://ok.ibtfingerprint.com/> to register. Please use one of the following service codes when registering:

- School district employment: **2B7KRR**
- Teacher Certification: **2B7KS5**
- Dual processing: **2B7KTN** *\*\*Please note this option is only available when fingerprinting at OSDE. The satellite site will not have this option.\*\**

**OPTION 1:** Fingerprints may be taken electronically at the **Oklahoma State Department of Education (OSDE), 2500 N Lincoln Blvd, Room 212, OKC, OK 73105**. Hours of fingerprint operations are 8:00am to 4:00pm Monday through Friday. We are walk-in only but you must register before you come to get fingerprinted. Note: We are closed on all major holidays.

**OPTION 2:** You may have fingerprints taken electronically at one of the OSDE's satellite sites located across the state. These sites are APPOINTMENT ONLY locations. You may schedule an appointment by going to <https://ok.ibtfingerprint.com> or by calling 877-219-0197.

**OPTION 3:** You may have fingerprints taken at your local sheriff's office. There may be an additional fee to have fingerprint cards made; this fee is not associated with the OSDE. **\*\*If you choose to send in fingerprint cards, you must now register at <https://ok.ibtfingerprint.com/> and follow the instructions for card scan. You will no longer send fingerprint cards to the OSDE for processing.\*\***

### PROCESSING FEE FOR CRIMINAL HISTORY RECORD CHECK

The fee is \$57.25 payable by credit card, business check, personal check or money order

- Money order, business check, personal check or money order made payable to **Idemia**
- Credit card payable online by visiting <http://ok.ibtfingerprint.com/> . You must include the confirmation number with the fingerprint cards.
- Results of the background search: Confirmation of results from the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) will be provided to the OSDE.



## Application for National Criminal History Record Check

### Service code options:

- School District Employment- **2B7KRR**
- Teacher Certification- **2B7K55**
- Dual Processing (**at OSDE ONLY**)- **2B7KTN**

### ➤ **PART I: PERSONAL INFORMATION OF APPLICANT \*Valid photo ID required at Time of Live Scan \*Cash Not Accepted**

In accordance with 70 O.S. § 5-142, the State Board of Education requests criminal history information on:  
Please type or print plainly in ink.

Name (Print) \_\_\_\_\_  ID Verified – OSDE Use Only

Also Known As (AKA) or Maiden Name (if applicable) \_\_\_\_\_

Date of Birth \_\_\_ / \_\_\_ / \_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_ Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

### ➤ **PART II: SUPERINTENDENT’S REQUEST FOR CRIMINAL HISTORY RECORD CHECK**

<b>Substitute Teacher</b> <small>(Position Sought or Held)</small>	Sex Offender Check
<b>Choctaw/Nicoma Park Schools</b> <small>(School District)</small>	
<b>12880 NE Tenth Street</b> <small>(School District Address)</small>	<b>SDE or OSBI USE ONLY</b>
<b>Choctaw, OK 73020</b> <small>(City, State, Zip Code)</small>	Violent Offender Check
<b>David Reid, Asst. Supt.</b> <small>(Superintendent or Designated Personnel)</small>	
<b>(405) 390-5490</b> <small>(School District Telephone Number)</small>	<b>SDE or OSBI USE ONLY</b>
_____	<small>(Date)</small>

### ➤ **PART III: SUBMISSION TYPE AND PAYMENT – CHOOSE OPTION 1,2 OR 3 ( CASH NOT ACCEPTED)**

**OPTION 1 Electronic Livescan at OSDE Satellite Sites – \$57.25 ➤ 7 Business Days ◀**

Please have this form available and visit <https://ok.ibtfingerprint.com/>. or call (877) 219-0197 to schedule your fingerprint appointment at a nearby enrollment center. Payment can be made during your appointment or online when scheduling.

Credit Card, Money Order or Check (certified, business or personal - payable to “Idemia”)

Idemia Billing Account Number/coupon code : \_\_\_\_\_

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**OPTION 2 Electronic Livescan at OSDE– \$57.25 ➤ 7 Business Days ◀**

Credit card, Money Order or Check (attach a certified, business or personal check - payable to “Idemia”)

Idemia Billing Account Number/coupon code : \_\_\_\_\_

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**OPTION 3 Ink Card Submission to OSBI – \$45 ➤ Up to 6 Weeks ◀ (For School Employment Only)**

Money Order or Check (attach a certified, business or cashier check – payable to “OSBI”)

OSBI Approved PO number : \_\_\_\_\_

### ➤ **PART IV: STATE DEPARTMENT OF EDUCATION USE ONLY**

**Revised December 2019**

The undersigned certifies the State Board of Education has received this application from an approved requester.

Criminal Charges (Felonies and Misdemeanors)

Fingerprint/Background Research Coordinator, Professional Standards

DATE

**SDE or OSBI ONLY**

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## INSTRUCTIONS

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### National Criminal History Record Check for Employment Purposes

A board of education shall request such information for any person seeking employment with the school. Districts are required to have designated staff for requesting and reviewing such information on file at the Oklahoma State Department of Education. Applications not completely and legibly filled out will be returned to the school district for corrections. The applicant gives consent for background check by filing out and submitting this application.

#### OPTIONS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK

##### OPTION 1 - OSDE SCANNING OF FINGERPRINTS IN PERSON AT SATELLITE SITES

➤ 7 Business Days to Process ◀

➤ Satellite Sites are Appointment Only Locations ◀

\$57.25 payable by credit card, school check, personal check or money order.

- Please have this form available and visit <https://ok.ibtfingerprint.com/> or call (877) 219-0197 to register for your fingerprinting appointment at a nearby enrollment center. Payment can be made during your appointment or online when scheduling. After you have fingerprinted, please return this form to your school or mail it in to us.

##### OPTION 2 - OSDE SCANNING OF FINGERPRINTS IN PERSON

➤ 7 Business Days to Process ◀

➤ Walk-in basis at OSDE for Livescan ◀

\$57.25 payable by credit card, school check, personal check or money order.

- You must now register before you can do your background check. Please go to Idemia's website at <https://ok.ibtfingerprint.com/> to register. You will need to provide that registration ID with you at the time of printing.
- Money order, school check or personal check payable to Idemia. Please include phone number on money order. Credit card payable at the time of printing or you may pay online when registering for your fingerprints.
- A valid picture ID required at time of live scan. Hours of operation for fingerprinting are 8am-4pm Monday-Friday. The office is closed during all major holidays.

##### OPTION 3 - SERVICE CHARGE FOR OSBI FINGERPRINT CARD PROCESSING

➤ 4 to 6 Weeks to Process ◀

\$45 payable by school purchase order number, certified check, school check, cashier's check, or money order (public or private schools) payable to the Oklahoma State Bureau of Investigation. Only public schools and private schools with approved billing accounts at the OSBI may use school purchase orders. **THE OSBI WILL NOT ACCEPT PERSONAL CHECKS OR CASH.**

- If paying by school purchase order, please include the purchase order number on the line provided in **Part III**. School districts using a purchase order number will receive a monthly billing statement from the Oklahoma State Bureau of Investigation; do not include payment with the search requests.
- The local school district has the option of reimbursing employees the cost of the background check. However, if a person is already employed by a district at the time the background check request is made, the district shall promptly reimburse the employee in full for the fee unless the person was employed pending receipt of the criminal history information check.

#### 1. Applicant Notification:

- I understand that my fingerprints will be used to check the criminal history records of the OSBI and FBI.
- I will be provided the opportunity to complete, or challenge the accuracy of any Criminal History information found.
  - The procedure for obtaining a change, correction or updating a FBI identification record is set forth in Title 28, CFR, 16.34. For information on updating the national criminal history visit <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/challenge-of-an-identity-history-summary>.
- If there is a criminal history in question I will be given the opportunity to change, correct or update any information by notifying the appropriate arresting agency or court clerk.

2. **Results of Criminal History Check.** Results are returned to the State Department of Education. Each set of results will be forwarded to the designated personnel of the local school district by the Teacher Certification Section. According to Senate Bill 1673, personnel authorized by the district to receive and review a National Criminal History Record Check (NCHRC) must have a NCHRC on file with the district and a compliance form on file with the Oklahoma State Department of Education.
3. **Employment Decisions Based on Criminal History Information.** State law authorizes the State Department of Education to request from the OSBI and/or FBI criminal history information on applicants for school employment on behalf of a local school district. Once information is forwarded to the local school district, the local board of education is responsible for researching any arrests, charges, and/or convictions that may appear on the reports received from the OSBI and/or the FBI, and for making hiring decisions based upon the information received. Per HB 1418, temporary employment of a prospective employee shall terminate after 60 days unless the district receives results of the NCHRC.
4. **Substitute Teachers.** Any person applying for employment as a substitute teacher shall be required to have a NCHRC for the school year. However, a district may choose whether to require a NCHRC if the person was employed by the district in the last year. Any person applying to substitute teach in more than one district shall, upon that person's request, have the NCHRC sent to any other districts where they have applied to substitute teach. Any person employed as a full-time teacher in an Oklahoma school district in five years preceding their application to substitute teach may not be required to have a NCHRC, if the teacher produces a copy of a NCHRC completed within the preceding five years and a letter from the district where the teacher was last employed stating the teacher left in good standing.

Mail information to: Oklahoma State Department of Education  
Teacher Certification Section, Room 212  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4599  
Telephone: (405) 521-3337

#### **Applicant Notification:**

Your fingerprints will be used to check the criminal history records of the FBI.

#### **Applicant Record Challenge:**

You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record.

The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. For information on updating the national criminal history record visit [www.FBI.org](http://www.FBI.org) or <https://www.fbi.gov/about-us/sjis/identity-history-summary-checks/challenge-of-an-identity-history-summary>.

If information is received to update your criminal history record, you should forward certified copies of the information to the FBI and the repository in the state where the arrest occurred.

**Revised January 2020**