



DEER CREEK SCHOOL DISTRICT

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: 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 2: Fingerprints may be taken electronically at the Oklahoma State Department of Education (OSDE), 2500 N Lincoln Blvd, Room 212, Oklahoma City, OK 73105. Hours of fingerprint operations are 8:00am to 4:00pm Monday through Friday. You must register and schedule an appointment by going to <https://ok.ibtfingerprint.com/>. Note: We are closed all major Holidays.

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 \$58.25 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 <https://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.

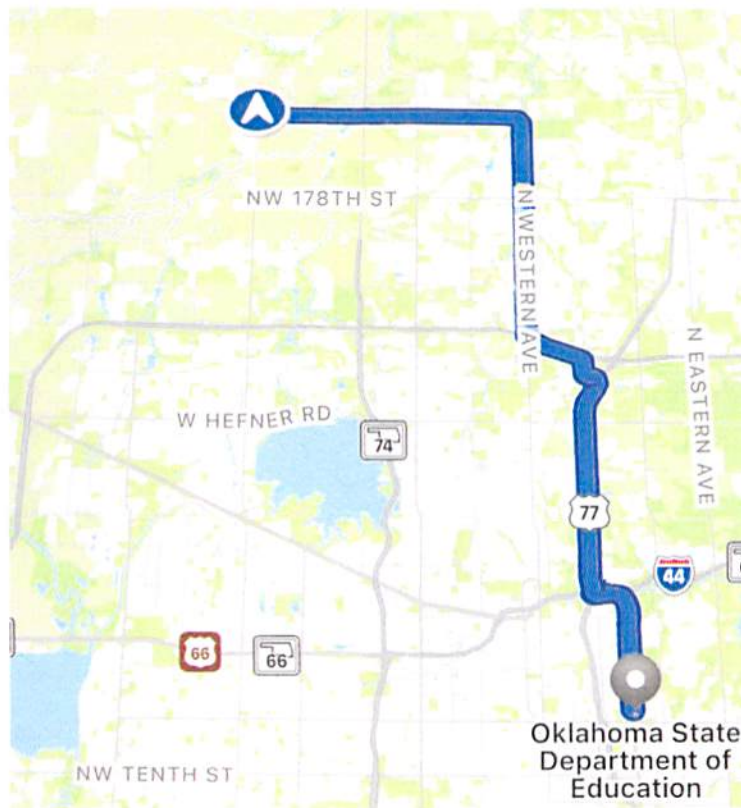
Home of the Antlers
20701 N. MacArthur Boulevard - Edmond, Oklahoma 73012
405.348.6100 (o) - 405.348.3049 (f)

Directions to Oliver Hodge Building:

Oliver Hodge Building
2500 N Lincoln Blvd
Oklahoma City, Ok 73105-4501
(405) 522-0276

From Edmond:

- Take US-77 South (also called I-235) toward Oklahoma City
- Take the 36th Street exit- turn left (East) at the light- go to Lincoln Blvd
- Turn right (South) on Lincoln Blvd
- Go South until you reach the visitor parking lot on the North side of the front lawn of the State Capitol Building
- The Oliver Hodge Building is the first building next to the East side of the parking lot.



Heather Hays
Background Check Operations Manager
Oklahoma State Department of Education
2500 N. Lincoln BLVD, Room 212 OKC, OK 73105
(405) 521-3337 Office (405) 522-3511 Fax

Home of the Antlers
20701 N. MacArthur Boulevard – Edmond, Oklahoma 73012
405.348.6100 (o) – 405.348.3049 (f)

Application for National Criminal History Record Check



Service code options:

- School District Employment - 2B7KRR
- Teacher Certification - 2B7KS5
- 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 _____

Enrollment ID: _____ Registration ID: _____ Phone #: (____) _____ - _____

➤ PART II: SUPERINTENDENT'S REQUEST FOR CRIMINAL HISTORY RECORD CHECK

DEER CREEK SCHOOL DISTRICT EMPLOYEE	Sex Offender Check
<small>(Position Sought or Held)</small>	
DEER CREEK SCHOOL DISTRICT	
<small>(School District)</small>	
20701 N. MACARTHUR	SDE or OSBI USE ONLY
<small>(School District Address)</small>	
EDMOND, OK 73012	Violent Offender Check
<small>(City, State, Zip Code)</small>	
KRISTEN PAYAHSAPÉ	
<small>(Superintendent or Designated Personnel)</small>	
405-348-6100	SDE or OSBI USE ONLY
<small>(School District Telephone Number)</small>	1-1-2022 <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 : _____

OPTION 2 Electronic Livescan at OSDE – \$58.25 ➤ 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 : _____

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

March 2020

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

Criminal Charges (Felonies and Misdemeanors)

Fingerprint/Background Check Coordinator, Teacher Certification

DATE

SDE or OSBI ONLY

INSTRUCTIONS

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.