



Oklahoma State Department of Health
Creating a State of Health

OK National Background Check Program
1000 Northeast Tenth Street
Oklahoma City, OK 73117
Phone (405)271-3598/Toll Free 855-584-3550
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Email: okscreen@health.ok.gov

Ink Card Submission Fingerprinting Instructions

1. Provider screens applicant using the Registry Checks in OK-SCREEN.
2. Provider generates Authorization to Fingerprint (ATF) form for the applicant from OK-SCREEN.
3. Provider or applicant goes to IdentoGo site: <http://www.11enrollment.com/state/?st=ok> to schedule submission of Ink Card and generates a registration form. Please select online scheduling.



Oklahoma

Welcome to Oklahoma's Fingerprinting Web Site for the Dept. of Education. This web site has been provided to you for quick and easy payment of your required fingerprinting session. Please visit the "Online Scheduling" section below. You will be able to submit your personal information, prepay for your appointment, and obtain directions to your enrollment center. The "Locations" section below provides a listing of locations in Oklahoma for you to browse before starting the appointment process.

Please choose from the following links for Oklahoma. The "Online Scheduling" section starts the appointment process. The "Locations" section provides a listing of locations in Oklahoma for you to browse before starting the appointment process. The "Forms and Links" section provides access to forms relating to the fingerprint background check process and links for information on this process.

Click Here

- [Online Scheduling](#)
- [Locations](#)
- [Forms and Links](#)

If you have any questions, please call IdentoGO at (877) 219-0197

[Return Home](#)

4. The screen captures shown on the following pages will help guide you through the process, you must first select Register for Fingerprint Card Processing Service.

The screenshot shows the IdentoGO website for Oklahoma. The main heading is "Fingerprinting & Enrollment Services". Below this, there are four service categories:

- For New Appointments:** To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check. [Schedule a New Appointment](#)
- To Mail In Your Fingerprint Card:** To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. **Only out of state residents** or individuals physically unable to be digitized are able to use this option. [Register for Fingerprint Card Processing Service](#)
- To Look Up or Change an Existing Appointment:** To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record. [Registration ID \(REGID\)](#) [Email Address](#)
- For Fingerprint Rejection Notices:** To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record. [Registration ID \(REGID\)](#) [Transaction Control Number \(TCN\)](#) [Email Address](#)

A red arrow points from the "Click Here" label to the "Register for Fingerprint Card Processing Service" button.

For Travel Security Screening and Transportation Threat Assessments:

- [HAZMAT](#)
- [TSA Pre✓®](#)
- [TWIC](#)

5. Please read the instructions provided by IdentoGO, you must select yes in order to proceed to the next step.



[← Start Over](#)

[English](#) · [Español](#)

Oklahoma

Fingerprint Card Submissions

To submit Fingerprint Cards for a Oklahoma state background check please complete the following steps:

1. **Complete the online registration process.** This ensures we have your individual information and allows us to submit your fingerprints for the required background check without delays.
2. **Pay for Service.** At the end of the online registration, you will be directed to the ePayment site to complete payment. *Please Note:* Fingerprint cards without payment will not be processed.
3. **Mail in your completed fingerprint cards to be processed.** Mailing address will be on your registration completed form.

By continuing this registration process, you are affirming that you are either:

- An out of state resident, or
- Physically unable to be digitally fingerprinted.

[no](#)

[yes](#)

6. You must select **“Oklahoma State Department of Health – OKSCREEN”** for this next step or the prints will be no good and the non-refundable print fee will cost more than \$10.

agency id *

Oklahoma State Department of Health - OKSCF ▼

Go ▶

Reset ↺

7. Enter the required information in the fields, this information will be on the “Authorization to Fingerprint” form, then select GO.

agency id *

✓ Oklahoma State Department of Health - OKS ☐

determination number *

This field cannot be empty

last name *

date of birth *

Go>

Reset ↺

8. Enter the required information in the fields and then select SUBMIT.

APPLICANT NAME

first name	middle name	last name
Dell		Computer

METHODS OF CONTACT

Please ensure you enter a valid contact phone number. The phone number will be used to contact you in the event there is important information we need to communicate regarding your appointment. We do not sell or share your phone numbers.

phone 1 *	phone 1 type *	phone 2	phone 2 type
###-###-####	▼	###-###-####	▼
email		confirm email	
preferred contact method *	preferred contact time	contact notes/instructions	
▼	▼		

☒ Yes, please email me educational materials, special offers and information about other IdentoGO products and services.

APPLICANT DEMOGRAPHIC DATA

citizen country *
United States ▼

Submit▶

9. Please review all of the information, make changes if necessary then select GO.

IF ALL INFORMATION APPEARS CORRECT ---->

Go >

APPLICATION DETAILS

CHANGE

agency name

Oklahoma State Department of Health - OKSCREEN

ori number

OK920150Z

fingerprint reason

LONG TERM CARE APPLICANT (63 OS 1.1947)

determination number

274052

APPLICANT DETAILS

CHANGE

name

Dell Computer

phone 1

405-271-3598 (Work)

email

okscreen@health.ok.gov

preferred contact method

Email

contact notes/instructions

this is a test

date of birth

01/01/1990

citizen country

United States

IF ALL INFORMATION APPEARS CORRECT ---->

Go >

10. On this next screen you will need to select the method of payment. ****Please note** if the payment due is greater than \$10 then applicant is not printing for OKSCREEN and the Provider or Applicant will need to select the START OVER option and select the correct agency as shown on #6 above.

[← Start Over](#)[English](#) · [Español](#)

Oklahoma

Payment Collection

Your total is \$10.00. Please choose a payment method below.

- ☐ eCheck (pay now)
- ☒ Personal Check (pay onsite)
- ☐ Business Check (pay onsite)
- ☐ Money Order (pay onsite)
- ☐ Visa or Mastercard (pay now)
- ☐ Billing Account
- ☐ Yes, I have a referral code to enter

[Go >](#)

11. The registration is now complete and you should **print out and save** this form, and then follow the instructions on it when mailing the ink cards. It is recommended that the Provider or Applicant mail the fingerprint cards to IdentoGo with a delivery confirmation or a tracking number.

Save PDF

Print

Registration Completed for Dell Computer

APPLICATION DETAILS

agency name

Oklahoma State Department of Health - OKSCREEN

ori number

OK920150Z

fingerprint reason

LONG TERM CARE APPLICANT (63 OS 1.1947)

ZS19055634L

PAYMENT DETAILS

Remember to mail your payment with your fingerprint card. Your fingerprint card will not be processed without payment.

The following payment methods are acceptable to be mailed in with your fingerprint card: Personal Check, Business Check, and Money Order. Your total is \$10.00.

REMINDERS

The fingerprint card along with the appropriate fee, if required and not paid by Escrow Account or Credit Card at the end of registration, should then be sent to the following address (for tracking & security reasons, it is recommended that a shipping service with tracking service be utilized):

IDENTOGO CARDS SCAN DEPARTMENT
Oklahoma Cardscan Processing ZS19055634L
6840 CAROTHERS PKWY. STE 650
FRANKLIN, TN 37067-9929

Please include at least two (2) means of contact for each applicant for which a fingerprint card is submitted where the applicant can be reached if there are any questions related to the processing of the fingerprint card (for example, a daytime and evening telephone number or a cell phone number and email address, etc).

Applicants should use a trackable method of delivery such as Priority Mail, UPS, FedEx, etc. Due to the large volume of mail received, IdentoGO is not able to provide delivery confirmation. If you would like to check on the status of your submission, you can email identogo-info@us.idemia.com 5-7 business days after IdentoGO has received your submission. Please provide your full name, the State for which you submitted your fingerprint cards and your Registration ID. Please do not include personally sensitive information such as Date of Birth or Social Security number.

Done

12. Provider give applicant the Registration Form and Authorization to Print form with or without a blank card.
13. Applicant will then go to Law Enforcement or other site to be fingerprinted. ****Note the applicant will pay whatever fee is set by that site in addition to the \$10 paid to IdentoGO.**
 - a. If the applicant brings a pre-printed card, the applicant gives the card with the pre-printed ORI# for printing.
 - b. If the applicant does not bring a card, the site prints the applicant on their card. This site may write the ORI from the Authorization to Fingerprint form on the card. The correct ORI# for the Oklahoma National Background Check Program is: **OK920150Z**.
14. Provider or Applicant mails card(s) with Registration form to OKSCREEN.
15. Please remember that Ink Card fingerprinting may add up to six (6) to eight (8) to the employment eligibility determination process.