1. The Office of Background Investigations has opened a Live Scan office in the Sequoyah Building. It is located on the concourse level in C-26, (formally the DHS Travel Office) next to the Credit Union One Office.

2. Current hours of operation are Monday – Friday from 8:00 am until 5:00 pm.

3. To schedule a fingerprinting appointment visit: [www.identogo.com](http://www.identogo.com) or call the MorphoTrust call center at 1-877-219-0197. See online instructions below...

4. At this time, all fingerprint appointments must be made 24 hours in advance.

5. Payments must be made online, at the time the appointment is made. The OBI Live Scan Office will not accept payments. (DHS employee fingerprinting will not require payment at registration.)

6. Individuals are required to provide two forms of identification at the time of fingerprinting; one must be an unexpired government issued photo ID. (example: State issued Driver’s License, State issued Identification Card, current military card, or U.S. Passport.)

Visit: [www.identogo.com](http://www.identogo.com)

7. Click on the blue “Get Fingerprinted” box, in the upper right hand corner.
8. Choose “Oklahoma”.

9. Click on the “Appointments” box.
10. Choose language.

11. Enter name to create a new appointment.

12. If you are needing to re-schedule, or schedule a second appointment due to a prior rejection, please choose an option under “For Existing Appointments.”
13. Choose “Oklahoma Department of Human Services” as your agency.

14. Choose applicant Type: Child Care Services, Child Welfare Services, or DHS Employee –Access and Review.
15. To schedule an appointment at the OBI Live Scan Office located in the Sequyah Building, go to the second yellow box and open the drop down menu. You will need to select “SPECIAL PRINT.”

16. To make an appointment at a different location, select the region you wish to visit.
17. Click on the day you wish to schedule a fingerprint appointment.

18. You will then select the time you would like to schedule your appointment.
19. Complete applicant information and then after you have entered all required information, click the “Send Information” button.

20. Print and keep a copy of the fingerprint appointment confirmation for your records.