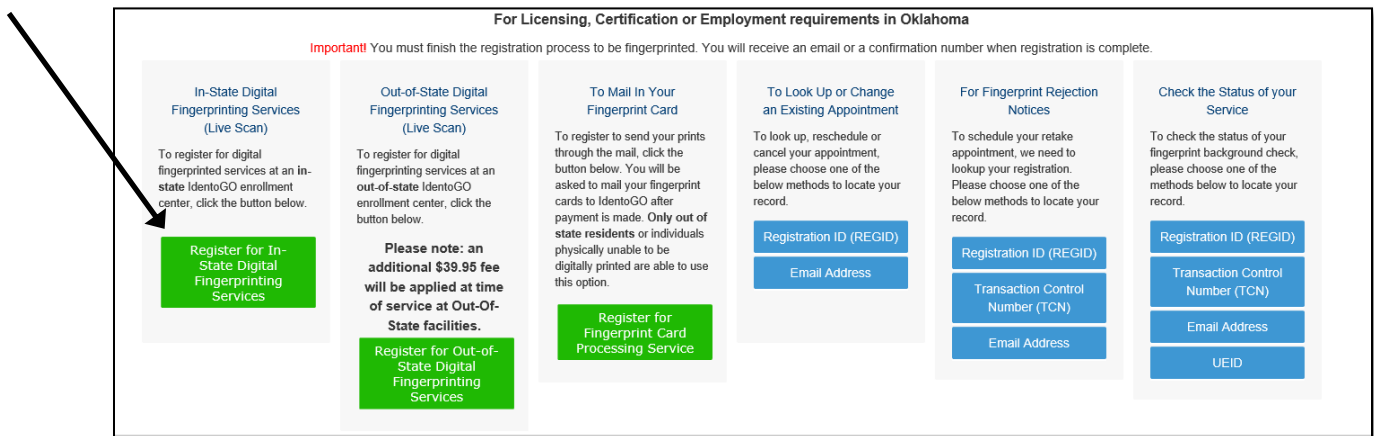


Office of Background Investigations Fingerprinting & Criminal Background Request

The following is a two-step process to obtain criminal history background results for programs licensed by Child Care Services – Oklahoma Human Services. Cost for this service is \$53.25.

I. Submit Fingerprints:

1. Visit: <https://ok.ibtfingerprint.com> to create a fingerprinting appointment. (This link provides a short cut to OK registration.) Or you may also use www.identogo.com, then choose digital fingerprinting for Oklahoma.
2. Click on the green box: **“Register for In-State Digital Fingerprinting Services.”** If an individual lives outside of the state of Oklahoma, they may be able to be fingerprinted digitally through IDEMIA for Oklahoma purposes - in another state. Additional fee required.



For Licensing, Certification or Employment requirements in Oklahoma

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

<p style="text-align: center;">In-State Digital Fingerprinting Services (Live Scan)</p> <p style="font-size: small;">To register for digital fingerprinted services at an in-state Identogo enrollment center, click the button below.</p> <p style="text-align: center; background-color: #28a745; color: white; padding: 5px;">Register for In-State Digital Fingerprinting Services</p>	<p style="text-align: center;">Out-of-State Digital Fingerprinting Services (Live Scan)</p> <p style="font-size: small;">To register for digital fingerprinting services at an out-of-state Identogo enrollment center, click the button below.</p> <p style="text-align: center; background-color: #28a745; color: white; padding: 5px;">Register for Out-of-State Digital Fingerprinting Services</p>	<p style="text-align: center;">To Mail In Your Fingerprint Card</p> <p style="font-size: small;">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 digitally printed are able to use this option.</p> <p style="text-align: center; background-color: #28a745; color: white; padding: 5px;">Register for Fingerprint Card Processing Service</p>	<p style="text-align: center;">To Look Up or Change an Existing Appointment</p> <p style="font-size: small;">To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px; margin-bottom: 5px;">Registration ID (REGID)</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px;">Email Address</p>	<p style="text-align: center;">For Fingerprint Rejection Notices</p> <p style="font-size: small;">To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px; margin-bottom: 5px;">Registration ID (REGID)</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px; margin-bottom: 5px;">Transaction Control Number (TCN)</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px; margin-bottom: 5px;">Email Address</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px;">UEID</p>	<p style="text-align: center;">Check the Status of your Service</p> <p style="font-size: small;">To check the status of your fingerprint background check, please choose one of the methods below to locate your record.</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px; margin-bottom: 5px;">Registration ID (REGID)</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px; margin-bottom: 5px;">Transaction Control Number (TCN)</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px; margin-bottom: 5px;">Email Address</p> <p style="text-align: center; background-color: #17a2b8; color: white; padding: 5px;">UEID</p>
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- A. To determine if an IDEMIA Live Scan fingerprinting site is available in another state, choose **“Out of State Digital Fingerprinting Services.”**
- B. This will open the fingerprint enrollment information for Oklahoma.
- C. Enter the OK service code reason the individual needs OK fingerprinting and complete the information prompted.
- D. Once you enter the zip code of the individual, a list of the sites closest to that individual will be provided. They will be provided a list of the closest sites able to fingerprint (Live Scan) for OK purposes.

- E. If a convenient site is found for the individual, they may choose a site and create a live scan appointment, then complete the fingerprinting registration process.
 - F. However, if a convenient site is not available, please contact OBI for more information on hard card* fingerprint processes or the individual will need to travel to an Oklahoma vendor Live Scan site to submit fingerprints. *Please note: being printed on hard cards will still require registration and payment of \$53.25 to Idemia, in addition to any hard card fees.
3. On the next screen, enter the correct childcare fingerprinting service code for your applicant. See [page 3](#) for the list of service codes and descriptions. **Failure to select the correct code will require re-fingerprinting resulting in additional cost.**
- A. Please review each fingerprint description carefully before making your selection.
 - B. If you are an owner or responsibility entity, or will need to receive, review, store, and disseminate fingerprint results for staff, you must select one of the categories that includes "Access & Review."**
 - C. Once you have identified the appropriate reason code, you will enter it on this screen. If you are unsure, please call OBI at 1-405-962-1735 for assistance. Click **GO** when ready to proceed.

The screenshot shows the IdentoGO website interface for Oklahoma. The page title is "Oklahoma Application Details". There is a "service code" input field with a red error message: "This field cannot be empty". Below the input field are three buttons: "Don't know your Service Code", "Go", and "Reset". A black arrow points to the "service code" input field. At the bottom of the page, there is a footer with the text: "If you have any questions with the website, please call (877) 219-0197."

Required Fingerprinting Service Codes for Child Care Purposes

Fingerprinting description:	Service code:
Child Care = Individuals applying for employment, living in , or associated with a childcare program.	2B7KXJ
Child Care/Access and Review = Owners, responsible entities, authorized recipients, and program personnel who will receive, review, disseminate, store, and/or have access to national criminal history information results; and are employed in, living in , or associated with a childcare program.	2B7KZG
Child Care/ School District Employment/ Access and Review = School personnel who will receive, review, disseminate, store, and/or have access to national criminal history information results; and working in or associated with a childcare program.	2B7N18
Child Care/ School District Employment = School personnel who will also be working in or associated with a childcare program.	2B7N2S
Volunteer = An individual that provides services without compensation. This code should <u>NOT</u> be selected for an individual <u>living</u> in a childcare program.	2B7KY1

4. On the next screen, read all questions and check the appropriate answers for each question. Once all questions have been answered, go to the bottom of the screen, initial the area marked **Initial Here**, check the **Electronic Signature Checkbox**, and then click **GO** when ready to proceed.

In the LAST five years, have you lived outside of Oklahoma? *

yes no

Are you required to register under the Sex Offenders Registration Act or Mary Rippy Violent Crime Offenders Registration Act? *

yes no

5. On the next screen, enter **the individual's or program's zip code**. The zip code box will display the schedule for the Live Scan location closest to you. Click **GO**.
6. Several schedules will populate:
- A. To schedule an appointment with the Live Scan location closest to your area, choose the appropriate schedule.
 - The date and hours available at this location will be displayed in the appropriate date column.

- Make an appointment for the time and date, that best suits your needs.
- B. If you need to make an appointment for the OBI Mobile Fingerprinting Unit, please contact OBI for instructions.

Zip Code:74644 Change	Wednesday 9/2/2020	Thursday 9/3/2020	Friday 9/4/2020	Saturday 9/5/2020
Ponca City - W Grand Ave Ponca City Public Schools 111 W Grand Ave Ponca City, OK 74601 Directions	Schedule Full	Schedule		
Stillwater, OK-S Western Rd IdentoGO 702 S Western Rd Stillwater, OK 74074 Directions	Schedule Full	Schedule	Schedule	
Enid, OK-S Grand St IdentoGO 105 S Grand St Enid, OK 73701 Directions	Schedule Full	Schedule	Schedule	

7. On the “**Applicant Information**” page, complete each information field. Press **Submit**.

Oklahoma

Applicant Information

Instructions
Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

Applicant Name

Prefix: [v] First Name: [Kimberly] Middle Name: [] Last Name: [McLeod] Suffix: [v]

Applicant Alias or Maiden Name

Prefix: [v] First Name: [] Middle Name: [] Last Name: [] Suffix: [v]

[Add Alias \(up to 5\)](#)

Applicant Home Address

Number: [] Direction: [v] Street Name: []

Unit Designator: [v]

8. Verify **Applicant Information** is correct on this page, click **Go**.

IdentoGO [Start Over](#)

English · Español

Oklahoma Information Verification

YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section label.

IF ALL INFORMATION APPEARS CORRECT ----> [Go](#)

APPLICATION DETAILS [CHANGE](#)

9. Print a confirmation of the appointment for your records.
10. Individual should arrive at the fingerprint appointment at the scheduled date and location listed on their confirmation. Individuals are required to provide one form of photo identification at the time of fingerprinting. **ID must be valid and not expired.** Acceptable forms of photo identification include:

- | | |
|--|--|
| <ul style="list-style-type: none">• State Issued Driver’s License• State ID Card• Military ID• Tribal ID Card• Current US Passport | <ul style="list-style-type: none">• Mexico or Canadian Driver’s License• Foreign Passport• Permanent Resident Card• Alien Registration Card• US Visa |
|--|--|

11. Payment is required at the fingerprint appointment for Child Care fingerprinting:
- A. Any coupon codes to be used for payment should be brought, with the individual, to their fingerprint appointment.
 - B. Checks and money orders should be made out to **IDEMIA**.
 - C. Cash is not accepted for payment.
12. Individual will be provided a fingerprint receipt. Please maintain the receipt, as it may be needed for the verification of the fingerprinting submission, if needed.

II. Submit a Background Request:

1. Submit a criminal background request to OBI digitally via our online request form at <https://bidspublic.okdhs.org/>
2. If known, enter the UE ID# from the fingerprint receipt. *This is not a required field.*

UE ID:

3. Select “Child Care Fingerprint Based” for the Request Category

* Request Category:

- Please Select
- Child Care Fingerprint Based**
- Child Welfare Fingerprint Based
- Child Welfare Name Based
- Employee Fingerprint Based
- Employee Name Based
- Private Child Welfare

4. Select one of the following for the Request Type

* Request Type:	Please Select ▼
	Please Select
	Child care employment
	Child care 5-Year Reassessment
	Head Start 5 Year Reassessment
	Head Start Child Care Employment

- A. **Child Care Employment** – a new staff member, owner, responsible entity, or someone living in a traditional childcare program.
 - B. **Child Care 5-Year Reassessment** – an individual who has worked at the same traditional childcare program for 5 years.
 - C. **Head Start 5 Year Reassessment** – an individual who has worked at the same Head Start program for 5 years.
 - D. **Head Start Child Care Employment** – a new staff member or responsible entity for a DHS licensed childcare program that is also a Head Start program.
5. Select the reason code chosen during fingerprinting.
 6. Complete the information requested on the form. **Required fields have an “ * ”**. Please ensure you fill out all information completely and accurately. Failure to list correct information will result in an incomplete background which will require resubmission.
 7. Complete consents and digital signatures.
 8. Select the “Save” button at the bottom of the page. The submitted request will provide a 6-digit Request ID#. Save this number for your records.
 9. If any required fields are missing, the form will alert you what needs to be completed.
 10. The next screen will offer you a button to print the request. **Print and/or save the request** as a **requirement** of your background check.
 11. The printed request will provide a signature and date line.
 12. Have the applicant sign and date the request. Keep it at your program for a minimum of 5 years. OBI, OSBI, and FBI could audit your records. You **must** have this signature on file. This copy also verifies submission.

***If you are an owner or responsible entity, you will also need to submit a Qualified Entity Application and Agreement form [19LC112E.pdf](#) in order to receive background requests for anyone other than yourself.**

If you receive a message regarding requiring Adobe Reader 8 or higher while trying to obtain this document, please download or contact our office for further assistance.

OBI can be reached at OBICC@okdhs.org or by calling 405-962-1735.