OKLAHOMA Education

Service code options:
- **School District Employment—2B7KRR**
- **Teacher Certification—2B7KS5**
- **Dual Processing (*at OSDE ONLY*)—2B7KTN**

Lindel Fields
State Superintendent of Public Instruction
Oklahoma State Department of Education
Teacher Certification Section
(405) 521-3337

APPLICATION FOR NATIONAL CRIMINAL HISTORY RECORD CHECK

➤ 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) _____

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

(Position Sought or Held)	Sex Offender Check
(School District)	**SDE or OSBI USE ONLY**
(School District Address)	Violent Offender Check
(City, State, Zip Code)	**SDE or OSBI USE ONLY**
(Superintendent or Designated Personnel)	
(School District Telephone Number) (Date)	

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

☐ **OPTION 1 Electronic Livescan at OSDE Satellite Sites – $58.25 ➤ 7 Business Days ➤**

Please have this form available and visit https://ok.state.identogo.com/. or call (877) 219-0197 to schedule your fingerprint appointment at a nearby enrollment center. Payment will be due at the time of fingerprinting.

☐ Credit Card, Money Order or Check (certified, business or personal - payable to "Idemia")
☐ Idemia coupon code : _____

☐ **OPTION 2 Electronic Livescan at OSDE– $58.25 ➤ 7 Business Days ➤**

Please have this form available and visit https://ok.state.identogo.com/. or call (877) 219-0197 to schedule your fingerprint appointment at a nearby enrollment center. Payment will be due at the time of fingerprinting.

☐ Credit card, Money Order or Check (attach a certified, business or personal check - payable to "Idemia")
☐ Idemia coupon code : _____

☐ **OPTION 3 Ink Card Submission to OSBI – $59 ➤ 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 February 2026

The undersigned certifies the State Board of Education has received this application from an approved requester.	Criminal Charges (Felonies and Misdemeanors)
Background Check Programs Manager, 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 ➤

$58.25 payable by credit card, school check, personal check or money order.

- Please have this form available and visit https://ok.state.identogo.com/ or call (877) 219-0197 to register for your fingerprinting appointment at a nearby enrollment center. Payment will be due at the time of fingerprinting. After you have fingerprinted, please return this form to your school or email it in to us at backgroundchecks@sde.ok.gov .

OPTION 2 - OSDE SCANNING OF FINGERPRINTS IN PERSON

➤ 7 Business Days to Process ➤

➤ Appointments at OSDE for "Dual" Livescan ONLY➤

$58.25 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.state.identogo.com/ to register. You will need to provide that registration ID & UE ID with you at the time of printing.
- Money order, school check or personal check payable to Idemia. Credit card payable at the time of printing. If the credit card holder is different than the person fingerprinting, the card holder MUST be present to sign for the transaction.
- A valid picture ID required at time of live scan. Hours of operation for fingerprinting are 8:10am-3:40pm 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 ➤

$59 payable by school purchase order number, certified check, school check, cashier's check, or money order payable to the Oklahoma State Bureau of Investigation. Only public 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.
   - https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/compact-council/privacy-act-statement
   - 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.edo.cjis.gov/#/ .
   - 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 111
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599
Telephone: (405) 521-3337
Email: backgroundchecks@sde.ok.gov

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