



Sex Offender Processing

Driver License – Other Transactions

2-21-2025



Revision History

Effective Date of SOP: 2/21/2025	SOP Number: SOP C.04
Functional Area Name: Driver License	Division Name: Other Transactions
Last Review Date: 2/6/2025	Last Reviewer: Jaclyn McDuffey, Chief Product & Experience Officer
Next Review Date: 2/6/2025	Next Reviewer: Regional Managers
Executive Approval Date: 2/21/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

These Standard Operating Procedures (SOP) explain how to issue a credential for customers required to register as a sex offender, pursuant to the Sex Offenders Registration Act.

Purpose

This SOP outlines the differences in credentials for registered sex offenders, and how to process the issuance of credentials for these customers.

Policy Statement

The described procedures apply to all customers who are required to register as a sex offender in the state of Oklahoma.

Compliance

[47 O.S. § 6-111\(E\) \(OSCN 2025\)](#) – Issuance of License or Card (Sex Offenders)
[57 O.S. § 584 \(OSCN 2025\)](#) – Habitual or aggravated sex offender designation

Systems

D360 – System of record used for issuing credentials.
Oklahoma Sex Offender Registry – Registry used for verifying sex offender status.

Roles

List the roles and functions of anyone involved in the operations described within this document.

Role	Responsibilities
Driver License Examiner	Processes the transaction.

Procedures

Anyone applying for an original, renewal, or replacement driver license/ID, and who is required to register as a **sex offender**, will receive a credential that is valid for a period of **one (1) year**. The credential may be renewed yearly during the time that the individual is registered on the Sex Offender Registry, and the cost for this credential shall be the same as any original issuance or renewal/replacement.

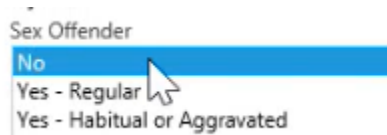
Examiners are required to ask all customers if they are currently on the sex offender registry during the questionnaire process. Customers that are on the registry are also required to disclose this information during the issuance of a credential.

Whenever a customer discloses that they are on the registry, the examiner must search the registry to **verify** that they are indeed on the registry, and to determine if they are a habitual or aggravated offender.

Adding Sex Offender Status

The process for issuing a credential for a registered sex offender is the same as for non-sex offenders, with the main difference being that credentials for sex offenders are valid for only 1 year instead of the typical 4 years.

When issuing a credential in D360, the “Application” tab will ask if the customer is a Sex Offender under the “Requested Credential” tab:



Select either “Yes – Regular” or “Yes – Habitual or Aggravated” if they are on the registry, according to their offense(s). The examiner must first search the registry to verify the type of offense (regular or habitual/aggravated) before adding their status.

NOTE: IF the customer chooses to pay at another location, they shall be advised that the DL-10 form they fill out is valid **ONLY** for the day it is issued.

Habitual / Aggravated Offense

Sex offenders that have committed a habitual / aggravated offense are required to have the words “**SEX OFFENDER**” appear on their credential in red text.

When a customer comes in to replace or renew their credential, the Identity panel in D360 will show if the customer is registered on the Oklahoma sex offender registry, as well as if they committed a habitual / aggravated offense (indicated by the “Habitual or Aggravated” selection).

NOTE: If the customer’s credential indicates that they are a habitual sex offender, verify that the “**Habitual**” box is checked in D360 to ensure that the “SEX OFFENDER” text will be printed on their newly issued credential. Since it may be part of their parole requirements to have the “SEX OFFENDER” text on their credential, examiners must verify this status is reflected in the D360 system to ensure that their newly issued credential is correct.



Removing Sex Offender Status

If a customer requests that their sex offender status be removed from the system, the examiner **must always verify** that they are no longer on the registry through a registry search. Only after the examiner has made sure that the customer no longer appears on the registry can the sex offender status be removed from their credential.

Whenever serving customers noted as being on the registry in D360, the examiner **must always verify that they are still on the registry**. If the customer is no longer on the registry, their sex offender status must be removed. The Department of Corrections registry can be [found here](#).

To remove the sex offender status, simply change their drop-down selection from “Yes – Regular” to “**No**”.

NOTE: According to [57 O.S. § 581](#), all aggravated and habitual sex offenders are required to register for their entire lifetime. Therefore, anyone registered as an aggravated or habitual sex offender cannot be removed from the registry.

Etiquette

Always act professionally when serving customers that are registered sex offenders. Use your utmost discretion when discussing any details with them. Do not make a scene and, as with all other customers, do your best to ensure that the information discussed throughout the transaction remains only between you and the applicant you are working with.

References

1. [Oklahoma DOC Sex Offender Registry](#)
2. [57 O.S. § 581, 584](#)