



## Application for National Criminal History Record Check

Choose One:  Teaching Certificate  School Employment

**➤ PART I: PERSONAL INFORMATION OF APPLICANT \*Picture 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) \_\_\_\_\_  ID Verified – OSDE Use Only

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 \_\_\_\_\_

**➤ PART II: SUPERINTENDENT’S REQUEST FOR CRIMINAL HISTORY RECORD CHECK**

	Sex Offender Check
(Position Sought or Held) <b>Oklahoma City Public Schools I-089</b>	
(School District) P.O. Box 36609	<b>SDE or OSBI USE ONLY</b>
(School District Address) Oklahoma City, OK 73136	Violent Offender Check
(City, State, Zip Code) Assistant Superintendent of Human Resources	
(Superintendent or Designated Personnel) 405-587-0800	<b>SDE or OSBI USE ONLY</b>
(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 – \$53.94 ➔ 7 Business Days ◀**

~~Please have this form available and visit <https://www.osde.go.com>, or call (877) 219-0197 to schedule your fingerprint appointment at a nearby enrollment center. Payment can be made during your appointment or online when scheduling.~~

~~\_\_\_\_\_  Credit Card, Money Order or Check (certified, business or personal – payable to “Idemia”)~~

~~\_\_\_\_\_  L-1 District Billing Account Number : \_\_\_\_\_~~

**OPTION 2 Electronic Livescan at OSDE or Ink Card Submission to OSDE – \$53.94 ➔ 7 Business Days ◀**

Money Order or Check (attach a certified, business or personal check - payable to “Idemia”)

Credit Card Confirmation Number \*\* : \_\_\_\_\_

\*\* call (877) 219-0197 to charge by phone and receive your confirmation number

**OPTION 3 Ink Card Submission to OSBI – \$45 ➔ Up to 6 Weeks ◀ (For School Employment Only)**

~~\_\_\_\_\_  Money Order or Check (attach a certified, business or cashiers check – payable to “OSBI”)~~

~~\_\_\_\_\_  OSBI Approved Billing Account Number : \_\_\_\_\_~~

**➤ PART IV: STATE DEPARTMENT OF EDUCATION USE ONLY**

**Revised April 2018**

The undersigned certifies the State Board of Education has received this application from an approved requester.	Criminal Charges (Felonies and Misdemeanors)
Fingerprint/Background Research Coordinator, Professional Standards _____ DATE _____	<b>SDE or OSBI ONLY</b>

## 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 ◀~~

~~\$53.94 payable by credit card, school check, personal check or money order.~~

- ~~• Please have this form available and visit <https://www.identogo.com/> or call (877) 219-0197 to schedule your fingerprint appointment at a nearby enrollment center. Payment can be made during your appointment or online when scheduling. After you have fingerprinted, please return this form to your school or mail it in to us.~~

##### OPTION 2 - OSDE SCANNING OF FINGERPRINTS IN PERSON OR SUBMISSION OF INK CARDS AT OSDE

➤ 7 Business Days to Process ◀

➤ Walk-in basis at OSDE for Livescan ◀

\$53.94 payable by credit card, school check, personal check or money order.

- Money order, school check or personal check payable to Idemia. Please include phone number on money order.
- Credit card payable online by visiting <https://www.identogo.com/> or to charge by telephone, call 877-219-0197 for a confirmation number.
- A valid picture ID required at time of live scan. Hours of operation for fingerprinting are 8am-4pm 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 ◀~~

~~\$45 payable by school purchase order number, certified check, school check, cashier's check, or money order (public or private schools) payable to the Oklahoma State Bureau of Investigation. Only public schools and private 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.
- I will be provided the opportunity to complete, or challenge the accuracy of any Criminal History information found.
- 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 212  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4599  
Telephone: (405) 521-3337

**Revised April 2018**