



Application for National Criminal History Record Check Applicant for Oklahoma School Employment

(See Reverse Side for Instructions)

➤ PART I: PERSONAL INFORMATION OF APPLICANT

Picture ID Required at Time of Live Scan

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, do not use pencil. Scratchouts, markovers, or whiteouts are not allowed. All information must be provided.)

Name (Print) _____
Last
First
Middle

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

<p>_____ (Position Sought or Held)</p> <p>_____ (School District)</p> <p>_____ (School District Address)</p> <p>_____ (City, State, Zip Code)</p> <p>_____ (Superintendent or Designated Personnel)</p> <p>(_____) _____ (School District Telephone Number) (Date)</p>	<p>Sex Offender Check</p> <p>SDE or OSBI USE ONLY</p> <p>Violent Offender Check</p> <p>SDE or OSBI USE ONLY</p>
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NATIONAL CRIMINAL HISTORY RECORD CHECK - CHOOSE OPTION 1 OR 2

<p>OPTION 1 SDE</p> <p>➤ 2 to 4 Days to Process ◀</p> <p>Processing Charge: \$58</p> <p>Method of Payment:</p> <p><input type="checkbox"/> Money Order, Certified Check, School Check, Personal Check, Cashier's Check (Payable to L1) – Attached</p> <p><input type="checkbox"/> Credit Card Confirmation Number: _____</p>	<p>OPTION 2 OSBI</p> <p>➤ 4 to 6 Weeks to Process ◀</p> <p>Processing Charge: \$45</p> <p>Method of Payment:</p> <p><input type="checkbox"/> Money Order, Certified Check, School Check or Cashier's Check (Payable to the OSBI) - Attached</p> <p><input type="checkbox"/> School Purchase Order Number: _____</p>
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NOTE: All criminal history record information provided by the Oklahoma State Bureau of Investigation is based upon fingerprints taken by the contributing law enforcement or criminal justice agency at the time of arrest and/or incarceration. This information is furnished by the OSBI in compliance with the Oklahoma Open Records Act, 51 O.S. § 24 A.1, et seq., and may include arrest and/or conviction data for felonies and/or serious misdemeanors.

➤ PART III

<p>STATE DEPARTMENT OF EDUCATION USE ONLY</p> <p>The undersigned certifies the State Board of Education has received this application from an approved requester.</p> <p>_____ Fingerprint/Background Research Coordinator, Professional Standards</p> <p>_____ (Date)</p>	<p>OSBI USE ONLY</p>
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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. The forms for conducting searches, *Application for Criminal History Record Check* and/or *Fingerprint Cards*, may be requested from the Professional Standards Section at the address listed below or downloaded at <http://sde.state.ok.us/Teacher/ProfStand/pdf/AppCriminalHist.pdf>.

OPTIONS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK

OPTION 1 - SERVICE CHARGE FOR SDE SCANNING OF FINGERPRINTS IN PERSON OR SUBMISSION OF CARDS

➤ 2 to 4 Days to Process ◀

\$58 payable by credit card, school check, personal check or money order.

- Money order, school check or personal check payable to L-1 Identity Solutions. Please include phone number on money order.
- Credit card payable online by visiting <http://www.l1enrollment.com/state/?=ok> or to charge by telephone, call 877-219-0197 for a confirmation number.
- Picture ID required at time of live scan.

OPTION 2 - 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 II**. 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. **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 Professional Standards Section. According to Senate Bill 1673, personnel authorized by the district to receive and review a National Criminal History Record Search (NCHRS) must have a NCHRS on file with the district and a compliance form on file with the Oklahoma State Department of Education.
2. **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.
3. **Substitute Teachers.** Any person applying for employment as a substitute teacher shall be required to have a felony record check for each school year. Upon request of the substitute teacher, that felony record check may be sent to any other school district in which the substitute is applying to teach during the same school year.
4. **Accuracy of Criminal History Records Check.** The accuracy of any criminal history check depends on the use of all relevant personal information as outlined in Part I of this application. The only optional entry is AKA (Also Known As) or maiden name. Applications not completely and legibly filled out, or with scratchouts, markovers, or whiteouts will be returned to the school district for reaccomplishment.

Mail information to: Oklahoma State Department of Education
Professional Standards Section, Room 212
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599
Telephone: (405) 521-3337
