

Fingerprinting Instructions for DHS Purposes

1. Visit: <https://ok.ibtfingerprint.com/> to create a fingerprinting appointment. (This link provides a short cut to OK registration. You may also use www.identogo.com)
2. Click on the green box: **“Register for In-State Digital Fingerprinting Services.”**

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.

In-State Digital Fingerprinting Services (Live Scan) To register for digital fingerprinted services at an in-state Identogo enrollment center, click the button below. Register for In-State Digital Fingerprinting Services	Out-of-State Digital Fingerprinting Services (Live Scan) To register for digital fingerprinting services at an out-of-state Identogo enrollment center, click the button below. Please note: an additional \$39.95 fee will be applied at time of service at Out-Of-State facilities. Register for Out-of-State Digital Fingerprinting Services	To Mail In Your Fingerprint Card 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. Register for Fingerprint Card Processing Service	To Look Up or Change an Existing Appointment To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record. Registration ID (REGID) Email Address	For Fingerprint Rejection Notices To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record. Registration ID (REGID) Transaction Control Number (TCN) Email Address	Check the Status of your Service To check the status of your fingerprint background check, please choose one of the methods below to locate your record. Registration ID (REGID) Transaction Control Number (TCN) Email Address UEID
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2a. If an individual lives outside of Oklahoma, they may be able to be fingerprinted digitally through IDEMIA. To determine if an IDEMIA fingerprinting site is available in the other state, choose **“Register for Out-of-State Digital Fingerprinting Services.”** Once you enter the zip code of the individual, a list of the sites closest to that individual will be provided. If a convenient site is not available, please contact OBI for more information on hard card fingerprint processes.

3. On the next screen, enter the Service Code. **See the list of service codes on pages 5 & 6 of these instructions. Please review each fingerprint reason description.** Once you have identified the appropriate reason code, you will enter it on this screen. If you are unsure please call OBI at 1-800-347-2276 for assistance. Click **GO** when ready to proceed.

IdentoGO ← Start Over
English · Español

Oklahoma Application Details

service code *

This field cannot be empty
Go
Reset

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- 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 in 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

- On the next screen, enter **your zip code** in the zip code box to display the schedule for the Live Scan location closest to you. Click **GO**.
- Several schedules will populate:
 - 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 appropriate time and date.

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		

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

The screenshot shows the 'Oklahoma Applicant Information' form. A green header bar at the top contains the word 'Oklahoma'. Below it, the title 'Applicant Information' is centered. A yellow box with a black border contains the following text: '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.' Below the instructions are three sections: 'Applicant Name', 'Applicant Alias or Maiden Name', and 'Applicant Home Address'. Each section contains several input fields with red asterisks indicating required fields. The 'Applicant Name' section has fields for Prefix, First Name (containing 'Kimberly'), Middle Name, Last Name (containing 'McLeod'), and Suffix. The 'Applicant Alias or Maiden Name' section has similar fields. The 'Applicant Home Address' section has fields for Number, Direction, Street Name, and Unit Designator. A link 'Add Alias (up to 5)' is located below the alias section. A black arrow points from the left towards the 'Instructions' box.

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

The screenshot shows the 'IdentoGO' Information Verification page for Oklahoma. The header includes the 'IdentoGO' logo, a 'Start Over' button, and language options 'English · Español'. The main heading is 'Oklahoma Information Verification'. Below this, a message states: '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.' At the bottom, there is a green bar with the text 'IF ALL INFORMATION APPEARS CORRECT ---->' and a blue 'Go >' button. Below the green bar, there is a link 'APPLICATION DETAILS' with a blue 'CHANGE' button next to it.

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9. Print a confirmation of the appointment for your records.

10. Payment is required during the fingerprint appointment for Child Care fingerprinting. Child Welfare Services and DHS employee fingerprinting do not require payment.

* Cash payments are not accepted.

All coupon codes to be used for payment should be brought, with the individual, to their fingerprint appointment. Checks and money orders should be made out to **IDEMIA.

Oklahoma	Payment
Your total is \$52.25. Please choose a payment method below.	
Pay Onsite (At appointment)	
<input type="radio"/> Credit Card	
<input type="radio"/> Certified Check or Money Order	
<input type="radio"/> Coupon Code	

11. 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:

- | | |
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| <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 |
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OBI Fingerprinting Instructions

Required Fingerprinting Service Codes for Child Care Purposes	
Fingerprinting description:	Service code:
Child Care = Individuals applying for employment, living in, or associated with a child care 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 child care 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 also will be working in or associated with a child care program.	2B7N18
Child Care/ School District Employment = School personnel who will also be working in or associated with a child care program.	2B7N2S
Volunteer = An individual that provides services without compensation.	2B7KY1