

# Child Care Employment Fingerprinting Instructions

**\*Reminder:** Fingerprinting cost will increase from \$52.25 to \$53.25 on September 1, 2022.

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

The screenshot shows a web page titled "For Licensing, Certification or Employment requirements in Oklahoma". At the top, it says "Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete." Below this are six columns of options:

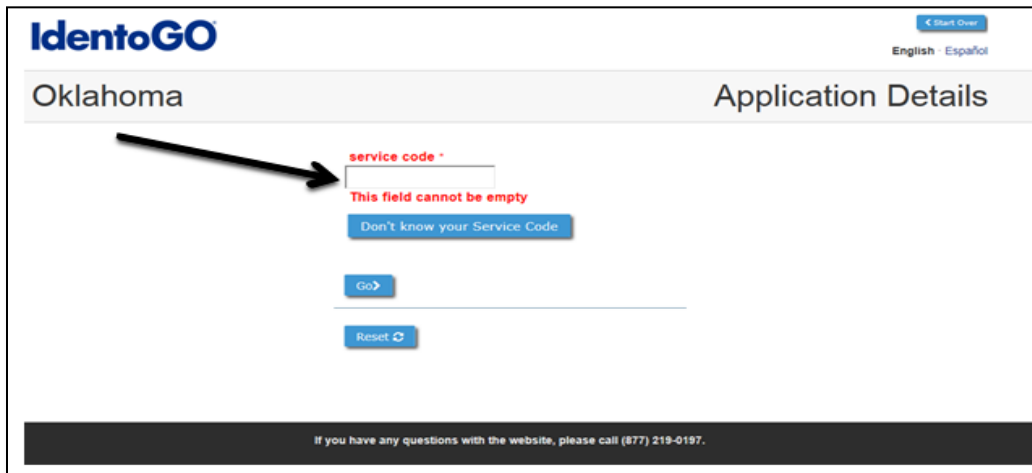
- In-State Digital Fingerprinting Services (Live Scan):** Includes a green button labeled "Register for In-State Digital Fingerprinting Services". An arrow points to this button.
- Out-of-State Digital Fingerprinting Services (Live Scan):** Includes a green button labeled "Register for Out-of-State Digital Fingerprinting Services". A note states: "Please note: an additional \$39.95 fee will be applied at time of service at Out-of-State facilities."
- To Mail In Your Fingerprint Card:** Includes a green button labeled "Register for Fingerprint Card Processing Service".
- To Look Up or Change an Existing Appointment:** Includes buttons for "Registration ID (REGID)" and "Email Address".
- For Fingerprint Rejection Notices:** Includes buttons for "Registration ID (REGID)", "Transaction Control Number (TCN)", and "Email Address".
- Check the Status of your Service:** Includes buttons for "Registration ID (REGID)", "Transaction Control Number (TCN)", "Email Address", and "UEID".

2A. \*If an individual lives outside of the state of Oklahoma, they may be able to be fingerprinted digitally through IDEMIA for Oklahoma purposes -in another state.  
\*Additional fee required.

1. To determine if an IDEMIA Live Scan fingerprinting site is available in another state, choose **“Out of State Digital Fingerprinting Services.”**
2. This will open the fingerprint enrollment information for Oklahoma.
3. Enter the OK service code reason the individual needs OK fingerprinting and complete the information prompted.
4. Once you enter the zip code of the individual, a list of the sites closest to that individual will be provided. They will be provided a list of the closest sites able to fingerprint (Live Scan) for OK purposes.
5. If a convenient site is found for the individual, they may choose a site and create a live scan appointment, then complete the fingerprinting registration process.
6. However, if a convenient site is not available, please contact OBI for more information on hard card fingerprint processes; or the individual will need to travel to an Oklahoma vendor Live Scan site to submit fingerprints.

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3. On the next screen, enter the correct child care fingerprinting service code for your applicant. **See the list of service codes and descriptions on pages 5 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.



4. 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

5. On the next screen, enter **the individual or program's zip code**. The zip code box to display the schedule for the Live Scan location closest to you. Click **GO**.

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6. 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 time and date, that best suits your needs.
- If you need to make an appointment for the OBI Mobile Fingerprinting Unit, please contact OBI for instructions and the date the Mobile Unit will visit your location.

Zip Code:74644 <a href="#" style="color: white; text-decoration: none;">Change</a>	Wednesday 9/2/2020	Thursday 9/3/2020	Friday 9/4/2020	Saturday 9/5/2020
<b>Ponca City - W Grand Ave</b> <a href="#" style="color: #1a3d54; text-decoration: none;">↗ Directions</a> Ponca City Public Schools 111 W Grand Ave Ponca City, OK 74601	Schedule Full	<a href="#" style="color: #1a3d54; text-decoration: none;">Schedule</a>		
<b>Stillwater, OK-S Western Rd</b> <a href="#" style="color: #1a3d54; text-decoration: none;">↗ Directions</a> IdentoGO 702 S Western Rd Stillwater, OK 74074	Schedule Full	<a href="#" style="color: #1a3d54; text-decoration: none;">Schedule</a>	<a href="#" style="color: #1a3d54; text-decoration: none;">Schedule</a>	
<b>Enid, OK-S Grand St</b> <a href="#" style="color: #1a3d54; text-decoration: none;">↗ Directions</a> IdentoGO 105 S Grand St Enid, OK 73701	Schedule Full	<a href="#" style="color: #1a3d54; text-decoration: none;">Schedule</a>	<a href="#" style="color: #1a3d54; text-decoration: none;">Schedule</a>	

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

Oklahoma

## Applicant Information

**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.

**Applicant Name**

Prefix	First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text" value="Kimberly"/>	<input type="text"/>	<input type="text" value="McLeod"/>	<input type="text"/>

**Applicant Alias or Maiden Name**

Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Alias (up to 5)

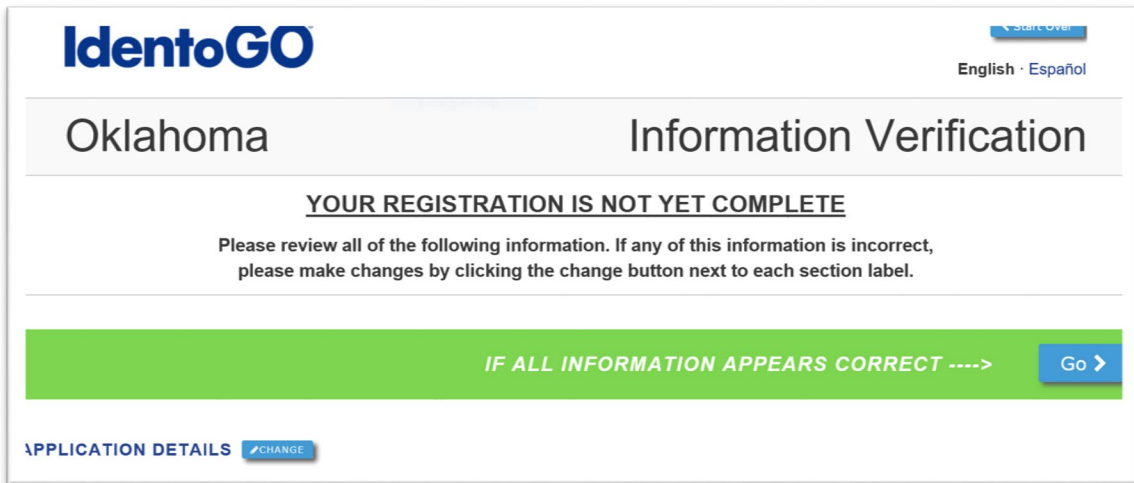
**Applicant Home Address**

Number *	Direction	Street Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Unit Designator

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



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

10. Individual should arrive at the fingerprint appointment at the scheduled date and location listed on their confirmation. 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:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• State Issued Driver's License</li><li>• State ID Card</li><li>• Military ID</li><li>• Tribal ID Card</li><li>• Current US Passport</li></ul> | <ul style="list-style-type: none"><li>• Mexico or Canadian Driver's License</li><li>• Foreign Passport</li><li>• Permanent Resident Card</li><li>• Alien Registration Card</li><li>• US Visa</li></ul> |
|--|--|

11. Payment is required at the fingerprint appointment for Child Care fingerprinting:

- Any 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**.
- Cash is not accepted for payment.

# OBI Fingerprinting Instructions

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

12. Individual will be provided a fingerprint receipt. Please maintain the receipt, as it may be needed for the verification of the fingerprinting submission, if needed.

Required Fingerprinting Service Codes for Child Care Purposes	
Fingerprinting description:	Service code:
<b>Child Care</b> = Individuals applying for employment, living in, or associated with a child care program.	2B7KXJ
<b>Child Care/ Access and Review</b> = 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
<b>Child Care/ School District Employment/ Access and Review</b> = School personnel who will receive, review, disseminate, store, and/or have access to national criminal history information results; and also be working in or associated with a child care program.	2B7N18
<b>Child Care/ School District Employment</b> = School personnel who will also be working in or associated with a child care program.	2B7N2S
<b>Volunteer</b> = An individual that provides services without compensation.	2B7KY1