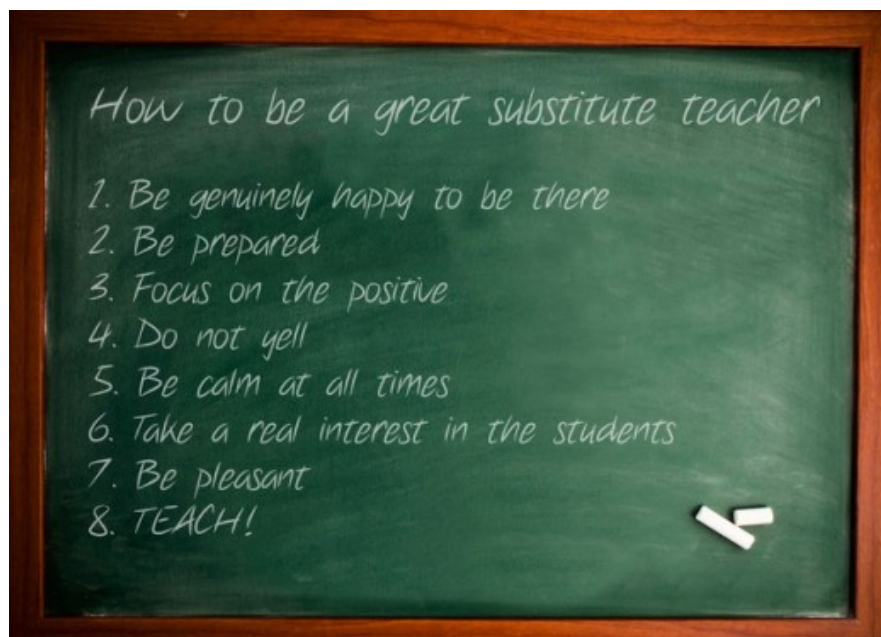


# *REQUIRED AT TIME OF SIGN-UP*

1. Teacher certificate, or 4-year college degree or transcript reflecting conferment of the degree or high school diploma, transcript or GED, whichever is applicable according to your educational level.
2. Social Security Card
3. Driver's License or official identification (example: birth certificate, United States Passport, State ID card)
4. **Felony searches are required every 2 years.** We will provide the form for you to take to the State Department where they will take fingerprints and send them to the OSBI. There will be a \$59.00 fee (payable by you) that will be collected by the State Department when you apply for the background check. **You will need to have a successful background check on file with our office prior to being in the classroom as a sub.** (You can, however, attend the workshop prior to having the background check done.) Print the form below to take to the OK State Department of Education, 2500 N Lincoln Blvd. Oliver Hodge Building, Second floor, Rm. 212, Oklahoma City, OK Phone: (405) 521-3337. (*We do not recommend going to one of the "satellite" sites (Option 1) as it seems to take quite a bit more time for those results to be returned and you will have to wait longer to be added to the sub list. We recommend Option 2*)  
Application for National Criminal History Record Check Form begins on second page of this document.
5. "Voided" check from your checking account if you wish direct deposit. Otherwise, you must see the payroll assistant administrator to set up a payroll card. A payroll card will be issued to you and your salary will be credited to this card the 25th of each month.

Training will be held in pre-fab classroom behind the District Office  
~ 12880 NE Tenth Street, Choctaw, OK 73020 (405) 769-9882





**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**

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. Scratch outs, markovers, or whiteouts are not allowed.)

Name (Print) \_\_\_\_\_  ID Verified – OSDE Use Only

Also Known As (AKA) or Maiden Name (if applicable) \_\_\_\_\_ School District Code \_\_\_\_\_

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**

(Position Sought or Held)	Sex Offender Check
(School District)	<b>SDE or OSBI USE ONLY</b>
(School District Address)	
(City, State, Zip Code)	Violent Offender Check
(Superintendent or Designated Personnel)	<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 – \$59 ➤ 7 Business Days ◀**

Please have this form available and visit [www.l1enrollment.com](http://www.l1enrollment.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 "L-1")
- L-1 District Billing Account Number : \_\_\_\_\_

**OPTION 2 Electronic Livescan at OSDE or Ink Card Submission to OSDE – \$59 ➤ 7 Business Days ◀**

- Money Order or Check (attach a certified, business or personal check - payable to "L-1")
  - 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 cashier check - payable to "OSBI")
- OSBI Approved Billing Account Number : \_\_\_\_\_

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

**Revised March 2012**

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 \_\_\_\_\_

**SDE or OSBI ONLY**

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## INSTRUCTIONS

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### 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 Teacher Certification section at the address listed below or downloaded at <http://sde.state.ok.us/Teacher/ProfStand/pdf/AppCriminalHist.pdf>. Applications not completely and legibly filled out, or with scratchouts, markovers, or whiteouts will be returned to the school district for reaccomplishment.

#### 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 ◀

\$59 payable by credit card, school check, personal check or money order.

- Please have this form available and visit [www.l1enrollment.com](http://www.l1enrollment.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. For school employment background checks the districts need to provide the applicant with the school district number. This code is the county and district number combined.

##### 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 ◀

\$59 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 [www.l1enrollment.com](http://www.l1enrollment.com) or to charge by telephone, call 877-219-0197 for a confirmation number.
- Picture ID required at time of live scan.

##### 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. **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.

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. Per HB 1418, temporary employment of a prospective employee shall terminate after 60 days unless the district receives results of the NCHRC.
3. **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