



# Application for Criminal History Record Search

## Applicant for Oklahoma School Employment

(See Reverse Side for Instructions)

### ➤ PART I: PERSONAL INFORMATION OF APPLICANT

In accordance with 70 O.S. § 5-143, 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 Plainly) \_\_\_\_\_  
Last First Middle

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

Date of Birth \_\_\_ / \_\_\_ / \_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### ➤ PART II: SUPERINTENDENT'S REQUEST FOR CRIMINAL HISTORY RECORD SEARCH

_____ (School District Name)	Sex Offender Check
_____ (School District Address)	<b>OSBI USE ONLY</b>
_____ (School District Address)	
_____ (Superintendent or Designated Agent)	Violent Offender Check
_____ (Reason for Background Search)	<b>OSBI USE ONLY</b>
( _____ ) _____ (School District Telephone Number) (Date)	

#### Select (✓) Type of Search (State or National) and Method of Payment

- State Name Search** ..... Fee: \$19  
(Search by: Name, Social Security Number, and Date of Birth)  
Provides information of arrest, charges, and/or convictions of felonies or serious misdemeanors that occurred in Oklahoma and were reported to the Oklahoma State Bureau of Investigation (OSBI).
- National Fingerprint Search** ..... Fee: \$45  
(Search by: Fingerprints, Name, Social Security Number, and Date of Birth)  
Provides information of arrest, charges and/or convictions of felonies or serious misdemeanors reported to the Federal Bureau of Investigation (FBI) by states.

**Method of Payment:**  **Money Order or Certified Check (Payable to the OSBI) - Attached**  
Select (✓) One  **Public School Purchase Order Number:** \_\_\_\_\_

**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

<b>STATE DEPARTMENT OF EDUCATION USE ONLY</b> The undersigned certifies the State Board of Education has received this application from an approved requester.  _____ Fingerprint/Background Research Coordinator Professional Standards  _____ (Date)	<b>OSBI USE ONLY</b>
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## INSTRUCTIONS

- 1. Criminal History Searches for Employment Purposes:** Local boards of education and school superintendents or the agent designated by the superintendent may request criminal history records for employment purposes. The forms for conducting searches, *Application for Criminal History Record Search* and/or *Fingerprint Cards*, may be requested from the Professional Standards Section at the address listed below.
- 2. Results of Criminal History Search.** Separate Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) results are returned to the State Department of Education. Each set of results will be forwarded to the local school district by the Professional Standards Section. FBI results cannot be released to private schools.
- 3. Accuracy of Criminal History Records Search.** The accuracy of any criminal history search 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 local school board for reaccomplishment.
- 4. Superintendent's Approval, Type of Search, and Method of Payment.** **Part II** must be completed by the school superintendent or the designated agent. Select the desired type of search (state or national) and method of payment.
  - Local boards of education with a **state search policy** should have applicants complete only this form.
  - Local boards of education with a **national search policy** should have applicants complete this form and **two (2) fingerprint cards provided by the Professional Standards Section.**
- 5. Child Care Workers.** Workers in a school's prekindergarten facility must be identified as such in **Part II**. These applications will be checked against the *Oklahoma Sex Offender's Registry*. No other applications are checked for sex offenders. Refer to number nine (9) below for additional information on obtaining sex offender information.
- 6. Search Fees.** Fees are paid with a school purchase order number or a \$19 (\$45 for national searches) 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.
  - School districts not using a Purchase Order must enclose payment for the total amount due in the form of a certified check, school check, cashier's check, or money order **payable to the Oklahoma State Bureau of Investigation.**
  - The local school district has the option of reimbursing employees the cost of the background search. However, if a person is already employed by a district at the time the background search 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 search.
- 7. 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.**
- 8. Substitute Teachers.** Any person applying for employment as a substitute teacher shall only be required to have one such felony record search for the school year. Upon request of the substitute teacher, that felony record search **MUST** be sent to any other school district in which the substitute is applying.
- 9. Web Site to the Department of Corrections and Oklahoma State Courts Network.** Use of the various Web sites to obtain criminal history information should be to augment your criminal history background checks, not replace them. The Oklahoma State Department of Education has a link from its home page to the Department of Correction's Sex Offender's Registry. This can be accessed through <[www.sde.state.ok.us](http://www.sde.state.ok.us)>.

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