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If you identify information that is outdated, please notify us at CHC@cns.gov.

Oklahoma is an open records state.

Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

Contact Information

Bureau of Investigation, Information Services Division

http://www.ok.gov/osbi/Criminal_History/

Phone: 405-848-6724

State Checks

General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

Name-Based State Checks

Available from: Bureau of Investigation, Information Services Division

What is released: Arrest and/or conviction data from serious misdemeanors or felonies from the state of Oklahoma only.

Cost: \$15.00

How long does it take to obtain results? Mail requests take 1 – 3 weeks from the date they are received. An in-person request will take 10 – 15 minutes to complete. Multiple requests will be finished that same day or the next business day.

Additional notes:

- The name-based check does not require a signed consent form.

- The fee for the name-based check is set by state statute and cannot be waived or reduced (per Title 51 § 24.A.5.2).

Fingerprint-Based State Checks

Available from: Bureau of Investigation, Information Services Division

What is released: Arrest and/or conviction data from serious misdemeanors or felonies from the state of Oklahoma only.

Cost: \$19.00

How long does it take to obtain results? Fingerprint searches require a minimum of five days to complete and replies are made by mail.

Available to: Organizations may request records on individuals.

Adjudication

The following link provides guidance on how to read and interpret the information provided on an Oklahoma State Bureau of Investigation (OSBI) rap sheet.

<https://www.ok.gov/osbi/documents/How%20to%20read%20a%20RAP%20sheet.pdf>

Approved Alternative Repositories

State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.

None at this time.

FBI Checks

FBI Check Guidance: <http://www.nationalservice.gov/FBIGuidance>

State Repository Provides FBI Checks: No. A national search of records maintained by the Federal Bureau of Investigation is not available to the general public through OSBI.

CNCS FBI Channeler: Organizations that cannot successfully use the state repository for FBI checks may use CNCS's FBI-approved Channeler, Fieldprint, for FBI checks.

Cost: The cost for one FBI check through Fieldprint is \$27.50.

How long does it take to receive results? The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

More information:

- Fieldprint Guide and FAQs: <https://www.nationalservice.gov/FBIGuidance> (see document, "Using Fieldprint as an FBI Channeler – A Guide for CNCS Recipients")
- Fieldprint website: <http://www.fieldprintcncs.com/>

NSOPW (National Sex Offender Public Website) Check

nsopw.gov

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

Please note that a check of a single state's sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.

State Sex Offender Registry Information

Oklahoma Sex Offender Registry: <https://sors.doc.state.ok.us/>

Individuals Requesting Criminal History Records (versus Organizations)

Option 1: In person (\$15, same day)

To make a record check request in person

1. Complete and submit a Criminal History Record Check Form at our headquarters location. 6600 North Harvey, Oklahoma City, OK 73116
2. The required \$15.00 fee per record check must be included with the request form. The Oklahoma background check requires a Cashier's check, money order, business check, or credit card. (No personal checks.)
3. In-person service for a single record check usually requires a wait of ten to fifteen minutes; generally, multiple requests left at the customer window are completed on the same day or by the following day.
4. Bring sealed results to program to ensure chain of custody.

Option 2: By mail (\$15, 1-3 weeks)

1. Please fill out the form listed here to obtain a criminal background check.
2. Select the Name Based-\$15.00 type of search located at the top of the form.
3. The applicant must fill out the appropriate personal information and his or her organization's information under the "Requestor Information" section.
4. Please send the request form to the Oklahoma State Bureau of Investigation via fax or mail to:
Criminal History Record Information Request
6600 North Harvey Place
Oklahoma City, OK 73116
Fax: 405- 879-2503
Mail requests should include a self-addressed postage paid return envelope.
5. The required \$15.00 fee per record check must be included with the request form. The Oklahoma background check requires a Cashier's check, money order, business check, or credit card. (No personal checks.)
The applicant will receive the background check results within one to three weeks. If applicant receives the result, please bring sealed result to program to ensure chain of custody.