

Sandy Garrett
 State Superintendent of Public Instruction
OKLAHOMA STATE DEPARTMENT OF EDUCATION
 School Personnel Records Section



APPLICATION FOR CRIMINAL HISTORY RECORD SEARCH

(Instructions on Back)

PART I

Personal Information of Individual Being Investigated

In accordance with Oklahoma State Statute Title 70 § 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, mark-overs, or white-outs are not allowed. All information must be provided.)

Name (Print) _____
(Last) (First) (Middle)

AKA or Maiden Name (if applicable) _____ Social Security Number _____

Date of Birth _____ Race _____ Sex _____

PART II

Superintendent's Request for Criminal History Record Search

The undersigned certifies that the information will not be disseminated except in compliance with Title 70 O.S. § 5-142, and that the local board of education has approved the requesting of said information.

YUKON PUBLIC SCHOOLS <small>(School District Name)</small>	School Volunteer /Mentor /Parent Org. <small>(Applicant's Position)</small>
600 Maple Street <small>(School District Address)</small>	<small>(Identify if Child Care Worker)</small>
Yukon, OK 73099 <small>(School District Address)</small>	(405) 354-2587 <small>(School District Telephone Number)</small>
 <small>(Superintendent or Designated Agent)</small>	_____ <small>(Date)</small>

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

<input checked="" type="checkbox"/> State Search WAIVED Fee: \$15 <small>(Searched by: Name, Social Security Number, and Date of Birth)</small> <small>(Provides information of arrest, charges and/or convictions of serious misdemeanors or felonies that occurred in Oklahoma and were reported to the Oklahoma State Bureau of Investigation [OSBI])</small>	<input type="checkbox"/> National Search WAIVED Fee: \$41 <small>(Searched by: Fingerprints, Name, Social Security Number, and Date of Birth)</small> <small>(Provides information of arrest, charges and/or convictions of serious misdemeanors or felonies reported to the Federal Bureau of Investigation [FBI] by all states)</small>
Method of Payment: (Select One)	
<input type="checkbox"/> Money Order or Certified Check (payable to the OSBI)	
<input checked="" type="checkbox"/> Public School District Purchase Order Number: <u>34</u>	

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. 2001 § 24 A.1, et seq., and may include arrest and/or conviction data for serious misdemeanors and felonies.

PART III

<p style="text-align: center;">STATE DEPARTMENT OF EDUCATION USE ONLY</p> <p>The undersigned certifies the State Board of Education has received this application from an approved requester.</p> <p style="text-align: center;">_____ <small>(Director, School Personnel Records)</small></p> <p style="text-align: center;">_____ <small>(Date)</small></p>	<p style="text-align: center;">OSBI USE ONLY</p>
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INSTRUCTIONS

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 *Application for Criminal History Record Search* and/or Federal Bureau of Investigation *Fingerprint Cards* may be requested from the School Personnel Records Section of the State Department of Education.

Accuracy of Records Search. The accuracy of this 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 scratch-outs, mark-overs, or write-outs will be returned to the local school board for reaccomplishment

Child Care 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 against the *Oklahoma Sex Offender's Registry*.

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. Only public schools may pay by school purchase order.

- 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.

Search Fees. Fees are paid with a school purchase order number (public schools only) or a \$15 (\$41 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.

• **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. Public school districts using the purchase order number will receive a monthly billing statement from the Oklahoma State Bureau of Investigation; do not include payment with the search requests.
- Private schools 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. Purchase orders will not be accepted from private schools.
- 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 results.

Results of Background Search. Separate Oklahoma State Bureau of Investigation (OSEI) 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 district by the School Personnel Records Section upon receipt. The FBI results normally arrive several weeks after the OSBI search results.

Employment Decisions based on Criminal History Information. State law authorizes the State Department of Education to request certain felony information at the request of a local school district. Once information is forwarded to the local school district, the local board of education is responsible for researching any charges, convictions, or possible convictions that may appear on reports received from the OSBI and/or the FBI and making hiring decisions based upon the information received.

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 to teach.

Mail information to: Oklahoma State Department of Education
School Personnel Records Section, Room 4-29
Oliver Hodge Building
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599