

FINGERPRINT INFORMATION

1. Where do I go to have my fingerprints taken?

You may have your fingerprints taken according to one of the following options.

- **Option 1:** Fingerprints may be taken electronically at the Oklahoma State Department of Education; Professional Standards Section, Room 212; 2500 North Lincoln Boulevard; Oklahoma City, Oklahoma; Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m.
- **Option 2:** You may have fingerprint cards taken at your local sheriff's office or police department to send to the Oklahoma State Department of Education (OSDE) for scanning and submission to the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI).

Should you select Option 2, you must first request fingerprint cards from the OSDE since the FBI will only accept fingerprints submitted on cards provided by the OSDE. You may request the cards by e-mailing CertForms@sde.state.ok.us or by regular mail to:

Oklahoma State Department of Education
Professional Standards Section, Room 212
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

2. What is the cost for electronically scanning my fingerprints or fingerprint cards to receive a report from the OSBI and FBI?

The cost is \$58 for both the required OSBI and FBI reports.

Payment information:

- The OSDE will accept credit card payment online or the applicant may pay with a business check, personal check, or money order at the fingerprint location. The payment should be made payable to **L-1 Identity Solutions**. WE DO NOT ACCEPT CASH.
- Credit card payable online by visiting <<http://www.l1enrollment.com/state/?st=ok>> or to charge by telephone, call (877) 219-0197 for confirmation number.

Mail fingerprint cards and money order or credit card receipt/confirmation number to:

Oklahoma State Department of Education
Professional Standards Section, Room 212
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3. May I submit a background search that was taken for anything other than Oklahoma educator certification?

No. Due to FBI regulations, any initial Oklahoma educator certificate must have a current background search performed directly by the Professional Standards Section of the Oklahoma State Department of Education.

4. How do I obtain a copy of my fingerprint background report?

FBI requirements will not allow the State Department of Education to send copies of reports; however, you may request a copy from the FBI at <<http://www.fbi.gov/hq/cjisd/fprequest.htm>>.