

Oklahoma Card Scan Processing Procedures

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted may use IdentoGO’s Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a “hard card” into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

State of Oklahoma

- Applicants must go online to the IdentoGO Enrollment website (www.identogo.com) or call the toll free registration center at 1-877-219-0197 and complete the registration process. During the registration process, applicants should choose the specific agency they are being fingerprinted for on the “**Application Details**” page and then select “**Pay for Ink Card Submission**” on the Appointment Details page. This will identify to IdentoGO that a hard card will be mailed to them for conversion to an electronic fingerprint record which will then be submitted to the Oklahoma State Bureau of Investigation (OSBI).

Applicants for employment in **Long Term Care, Home Health, Hospice, State Plan Personal Care and Home and Community Based Waivered Services Settings** must have an **Authorization To Fingerprint** with a Determination Identifier generated by their proposed employer through the Oklahoma State Department of Health’s OK-SCREEN web portal. You must be prepared to provide the **Determination Identifier** during the registration process for correct pricing and proper processing of your ink card submission.

The image displays two screenshots of the IdentoGO web application interface for Oklahoma. The left screenshot shows the 'Application Details' page, which includes a green header with 'Oklahoma' and a title 'Application Details'. Below the title, there is a prompt: 'Please choose your agency or program from the list below.' followed by a dropdown menu labeled 'Agency Name' with the text 'Please choose an item from the list'. The right screenshot shows the 'Appointment Details' page, also with a green header and 'Oklahoma' title. It features a title 'Appointment Details' and a notice: 'If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.' Below this notice are two buttons: '<- Return to Start' and 'Pay for Ink Card Submission', with the latter circled in red. Further down, there are two input sections: one for 'Enter a zip code to determine the closest fingerprinting location.' with a 'go' button, and another for 'Please choose the region you will be in for your identification appointment.' with a dropdown menu set to 'CardScan' and a 'go' button. At the bottom of the right screenshot is a yellow button that says 'Click Here for a map of Oklahoma'.

- Applicants should complete the entire registration process; a confirmation number will be supplied at the end of the registration process. This number should be retained by the applicant for tracking purposes. This confirmation number must be recorded on the fingerprint card when it is submitted to IdentoGO for proper processing.
- **Applicants are required to pre-pay all fees online during the registration process.** Fingerprints may be submitted on standard FBI applicant cards (FD-258); use of other types of fingerprint cards may delay your processing. *Due to agency specific information, IdentoGO does not provide fingerprint cards to applicants.*
- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.
- Applicants need to make sure the following information is completed on the fingerprint card. **Required information includes: Full name, Date of Birth, and the confirmation number provided at the end of the registration process.**
- The fingerprint card should then be sent to the following address (for tracking & security reasons, it is recommended that a shipping service with tracking service be utilized):

IdentoGO
OK Cardscan Department
6840 Carothers Pkwy., Suite 650
Franklin, TN 37076

- Please include at least two (2) means of contact for each applicant for which a fingerprint card is submitted where the applicant can be reached if there are any questions related to the processing of the fingerprint card (for example, a daytime and evening telephone number or a cell phone number and email address, etc).
- Applicants wishing to verify that a fingerprint card has been processed may call 877-219-0197 and speak with a customer service representative. Please allow 3 days from date of receipt by IdentoGO before contacting us regarding processing status.

Failure to complete the process as stated on these instructions will result in the card being returned to the applicant, which will delay the process.