



Universal Enrollment Platform Overview

Oklahoma Non-Resident Processing Instructions

Card Scan and Out-of State Livescan Procedures

For those applicants residing outside of Oklahoma or physically unable to visit an IdentoGo location, Cardscan processing is available. In order to complete the process, applicants must complete the following steps.

1. Pre-enroll for cardscan submission at <https://ok.ibtfingerprint.com/>. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
2. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
3. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card. Please note that the fingerprint card must be signed by the applicant or it will not be processed.
4. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. Please note that the pre-enrollment confirmation page containing the barcode must be signed by the applicant or it will be returned for correction. For further instructions, each applicant should contact their employer or agency contacts for those details.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process for non-resident cardscan. For an alternate process, we also offer out-of-state livescan processing at select locations throughout the United States. Please see Section 2 for further details.

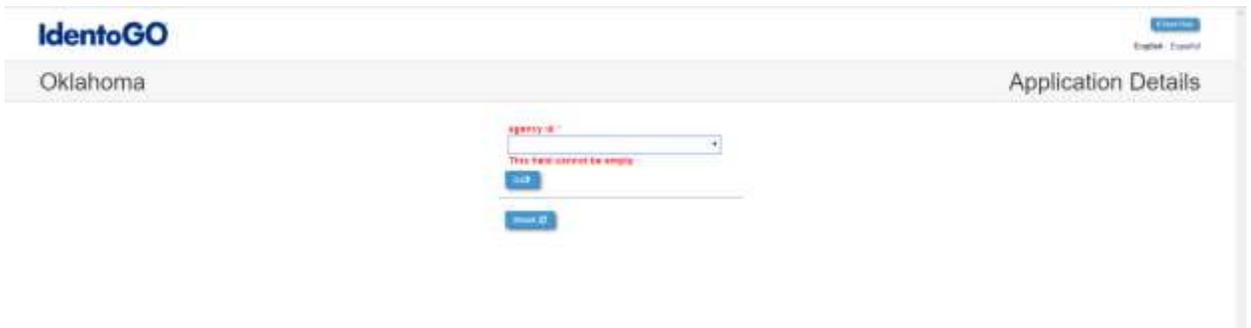
Section 1 - Directions for Fingerprint Cardscan Processing

Please Note: Pre-enrollment and pre-payment is REQUIRED for ALL Fingerprint Card submissions.

1. Visit <https://ok.ibtfingerprint.com/> and select the “Mail In Your Fingerprint Card” option. Enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.



If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled “Don’t know your Service Code? Click Here” to select from a list of agency names or use the agency ORI or contact your agency for assistance.



Please note: Not all agency ORI's may be available with this look up tool.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.

- The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information. Once complete, a screen will appear that you will use to verify your registration information and the agency that you are submitting the results to, and ask you to confirm the information before moving on to payment.

IdentoGO English Español

Oklahoma **Applicant Information**

Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

APPLICANT NAME

first name * middle name last name * suffix

APPLICANT ALIAS OR MAIDEN NAME

first name middle name last name suffix

[Go to Home](#) [Go to ID](#)

HOME ADDRESS

number * direction street name * unit / apartment

city state / territory zip code

country * listed phone * home / landline * cell phone *

METHODS OF CONTACT

Please ensure you enter a valid contact phone number. The phone number will be used to contact you in the event there is important information we need to communicate regarding your appointment. We do not sell or share your phone numbers.

phone 1 * phone 1 type * phone 2 * phone 2 type *

work email * home email * mobile email *

work email * home email *

preferred contact method * preferred contact time * contact instructions

Yes, please email me additional materials, special offers and information about other Identogo products and services.

APPLICANT DEMOGRAPHIC DATA

- An Information Verification screen will come up once complete. Once verified, click the “Go” button in the corner to move to the payment screen.

IdentoGO English Español

Oklahoma **Information Verification**

YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section label.

IF ALL INFORMATION APPEARS CORRECT [Go](#)

APPLICATION DETAILS

agency name
Oklahoma Board of Nursing
cni number
0822142

registered vendor
NCA046L20262 SH0150716

APPLICANT DETAILS

name
John G. Hall

home address
1111 Main Street
Andover, OK 74710
United States

phone 1
371-444-0300 (Cell)

preferred contact method
Phone 1

date of birth
02/12/1973

gender
Male

height
5' 8 1/2 in

weight
200 lbs

Section 2 - Directions for Out-of-State Livescan Processing

1. Visit <https://ok.ibtfingerprint.com> and select the “Out-of-State Digital Fingerprinting Service (Live Scan)” option. Enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.



If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled “Don’t Know Your Service Code? Click Here” to select from a list of agency names or use the agency ORI or contact your agency for assistance.



Please note: Not all agency ORI’s may be available with this look up tool.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.

- The next screen will let you enter your zip-code to locate the closest enrollment center to you for Out-of-State fingerprinting. Enter your zip-code, and select the preferred location.

IdentoGO English Español

Oklahoma Appointment Details

Enter a zip code to determine the closest fingerprinting location.

If there is not a site nearby, or you would prefer to send your cards in the mail, there is an option to select “Send Fingerprint Cards via Mail” at the top of the screen which will redirect you to the hard card processing steps.

IdentoGO English Español

Oklahoma Appointment Details

Enter a zip code to determine the closest fingerprinting location.

Enrollment Center	Fingerprints	Identification	Fingerprinting	Mailing	Fingerprinting	Mailing	Fingerprinting
1001 Location 1001 Building 1001 Main Street Oklahoma, OK 73101	<input type="button" value="Available"/>						
1002 Location 1002 Building 1002 Main Street Oklahoma, OK 73101	<input type="button" value="Available"/>						
1003 Location 1003 Building 1003 Main Street Oklahoma, OK 73101	<input type="button" value="Available"/>						
1004 Location 1004 Building 1004 Main Street Oklahoma, OK 73101	<input type="button" value="Available"/>						
1005 Location 1005 Building 1005 Main Street Oklahoma, OK 73101	<input type="button" value="Available"/>						

If you choose an Enrollment Center, you will then select a date and time for your appointment. Once you have selected your appointment details, you will then be routed to an information collection page. Please note that there is an additional fee for utilizing the Out-of-State LiveScan submission process.

- The next few screens will collect essential information such as name, date of birth, etc. You will need to complete the required information to progress.

IdentoGO English Español

Oklahoma **Applicant Information**

Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

APPLICANT NAME

first name * middle name last name * suffix

APPLICANT ALIAS OR MAIDEN NAME

first name middle name last name suffix

HOME ADDRESS

number * direction street name * unit / description

city / state / zip / state / territory * zip code *

METHODS OF CONTACT

Please ensure you enter a valid contact phone number. The phone number will be used to contact you in the event there is important information we need to communicate regarding your appointment. We do not call or check your phone numbers.

phone 1 * phone 1 type * phone 2 phone 2 type

work email * work email * work email * work email *

email * work email *

preferred contact method * preferred contact time * contact instructions

Yes, please email me educational materials, special offers and information about other IdentoGO products and services.

APPLICANT DEMOGRAPHIC DATA

- After entering information, a verification screen will appear. Please verify all information is correct.

IdentoGO English Español

Oklahoma **Information Verification**

YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section below.

IF ALL INFORMATION APPEARS CORRECT [Go](#)

APPLICATION DETAILS [Previous](#)

agency name
Oklahoma Board of Nursing
001 applicant
0000000000

Registration reason
RENEWING LICENSE (RN OR MT TB)

APPOINTMENT DETAILS [Previous](#)

location
ABC Location
ABC Building
123 Main Street
Chicago, IL 12345
United States

appointment date/time
Monday, October 21, 2019 at 11:00am

APPLICANT DETAILS [Previous](#)

name
John Q. Public

home address
123 Main Street
Anytown, CA 12345
United States

phone 1
212-222-3333 (Cell)

- Once verified, please select a payment option to proceed. Options accepted on site are Credit Card, Personal or Business Check, Certified Check or Money Order, or Coupon Code provided by the requesting agency.

IdentoGO English Tourist

Oklahoma Payment Collection

Your total is \$50.25. Please choose a payment method below.

Pay Online (Appointment)

- Credit Card
- Certified Check or Money Order
- Coupon Code

Pay Online Now

- Billing Account

- After payment choice is selected, you will receive a Registration Completion page for your records. This can be printed, and will be e-mailed to you if you entered an e-mail address during registration.

[Save PDF](#) [Print](#)

Registration Completed for John Q Public

APPOINTMENT DETAILS

location ABC Location ABC Building 123 Main Street Chicago, IL 12345 United States Get directions from Google Maps	appointment Date: 10/21/2019 Time: 11:00 AM registration id A119236665E enrollment id U20K12X1J5
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PAYMENT DETAILS

Please remember to bring your payment with you to the processing site. If paying by Money Order or Cashier's Check please make payable to IDEMIA for the exact amount. The following payment methods are accepted on site: Credit Card, Certified Check or Money Order, and Coupon Code. Your total is \$50.25.

REMINDERS

Remember to bring a photo ID issued by the state.

Please remember:
All ID Documents must be the originals. Copies **will not** be accepted.

[Click here](#) for acceptable forms of photo identification.

APPLICATION DETAILS

agency name Oklahoma Board of Nursing
ori number OK920144Z
fingerprint reason NURSING LICENSE (59 OS 567.18)