

## **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.

- Pre-enroll for cardscan submission at <u>https://ok.ibtfingerprint.com/</u>. 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 <u>https://ok.ibtfingerprint.com/</u> 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.

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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.

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Oklahoma		Application Details
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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.

# **IdentoGO**

2. 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.

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3. An Information Vefirication screen will come up once complete. Once verified, click the "Go" button in the corner to move to the payment screen.

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# **IdentoGO**

4. Pay for your service using an Authorization Code, eCheck, Credit Card or Billing Account. If the Service is Auto-Billed to your Agency, payment will not be required.

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5. Once you have submitted your payment, you will be directed to the final registration page. You will need to print this page and complete sections 2 and 3 and submit this page along with your fingerprint card for processing. If paying by e-Check or Credit Card, you MUST complete the ePayment by clicking on the US Bank ePay link in order for your cards to be processed when recieved. An example of the final screen is shown below.

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

1. Visit <u>https://ok.ibtfingerprint.com</u> 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.

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Oklahoma	Application Details

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.



2. 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.

Oklahoma	Appointment Details
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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.



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.



3. 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.

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





5. 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.

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6. 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.

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