

Instructions to Schedule Fingerprinting Appointment

A) Go to <https://ok.ibtfingerprint.com> and register for In-state Digital Fingerprinting

Fingerprinting & Enrollment
For Licensing, Certification or Employment requirement

Please be advised that effective December 15, 2019, we will no longer be accepting credit card payments online when scheduling appointments.

Click register In-State Digital Fingerprinting

Register for In-State Digital Fingerprinting Services

B) Enter service code: **2B7N18**

service code *
2B7N18

Don't know your Service Code

Go

Reset

C) Click **CONTINUE** for Department of Human Services-Child Care-Access and Review-School District Employee

You have entered Service Code 2B7N18 Department of Human Services - Child Care - Access and Review - School District Employee. Please click [Continue](#) to proceed or [Cancel](#) to enter a different Service Code.

Cancel Continue

D) Answer required questions

In the **LAST** five years, have you lived outside of Oklahoma? *

yes no

Are you required to register under the Sex Offenders Registration Act or Mary Rippy Violent Crime Offenders Registration Act? *

yes no

E) Enter your initials, click signature checkbox, and click **GO**

I certify the information provided on this form is true and complete.

Initial here: *

Electronic Signature checkbox. *

Go

F) Enter Zip code 74012

Enter a zip code to determine the closest fingerprinting location.

74012

Go

G) Choose a location and select appointment time

Zip Code: 74012

	Wednesday 12/18/2019	Thursday 12/19/2019	Friday 12/20/2019	Saturday 12/21/2019	Sunday 12/22/2019	Monday 12/23/2019	Tuesday 12/24/2019
Tulsa, OK-E 91st St S	Schedule	Schedule	Schedule			Schedule	
Tulsa, OK-E Admiral Pl	Schedule	Schedule	Schedule			Schedule	
Tulsa, OK-W Skelly Dr	Schedule	Schedule	Schedule	Schedule		Schedule	

H) Fill out your personal information (employer information: Broken Arrow Public Schools, 918-259-5704, 701 S Main St, Broken Arrow, OK 74012)

APPLICANT NAME

prefix first name * middle name last name * suffix

APPLICANT ALIAS OR MAIDEN NAME

prefix first name * middle name last name * suffix

+ Add Alias (up to 5)

HOME ADDRESS

number * direction street name * unit designator

country * city * state / territory * zip code *

United States

METHODS OF CONTACT

I) Review your information and click **GO**

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 ->>>

APPLICATION DETAILS

agency name
OK State Dept of Education

enr number
00000000

fingerprint reason
Employment Background Check

school district
TULSA PUBLIC SCHOOLS

APPOINTMENT DETAILS

location
Tulsa, OK, E 91st St S

J) Choose **Coupon Code** as payment method.

IdentoGO

Oklahoma

Your total is \$57.25. Please choose a payment method below.

Pay Onsite (At appointment)

Credit Card

Certified Check or Money Order

Coupon Code

Points to Remember



- Bring your unique alphanumeric coupon code to your fingerprinting appointment. The fingerprint technician will ask for this code and apply it as payment.
- Submit fingerprint receipt provided to you to Jessica Wing, B & A Lead Program Coordinator, or you may email a picture of the receipt to jlwing@baschools.org prior to your new hire meeting.
- Broken Arrow Public Schools will only cover the cost of fingerprinting processing as long as you follow the instructions outlined.
- **Should you select another form of payment other than Coupon Code, the District will not be able to cover the cost, nor will you be reimbursed any out of pocket expenses.**
- If you have any questions, do not hesitate to call HR at 918-259-5740.