

Background Check Instructions

Any person living in the home who is 18 years or older will need to complete two background checks: **OSBI/FBI** and **CANIS**. Instructions for the forms are listed below.

1. Oklahoma State Bureau of Investigation (OSBI) and the Federal Bureau of Investigation (FBI) use a fingerprint background check system. There is a 4-page form to be completed by EACH PERSON along with a \$50 per person fee for every individual 18 or older living in the home. You must mail the printed fingerprint cards (2 per person), \$50 per person fee (checks/money order made payable to OKDHS), and the form labeled "Request for Background Check" to the DHS Office of Background Investigations PO Box 268935 Oklahoma City, OK 73126.

To get your fingerprint cards:

In Tulsa, you can go to the Tulsa County Sheriff's Office Records Department in the Faulkner Building at 303 W. 1st Street (1st & Denver NEAR NORTH SIDE OF BOK CENTER) from 8:00-11:00 & 12:30-4:00 Monday-Friday. The cost is \$15 per card, and you will need 2 cards for a total of \$30 per person. You can only pay by VISA, MASTERCARD, OR MONEY ORDER (NO CASH, NO CHECKS). There is a \$1.95 fee to use a card. Call 918-596-5701

If you go to another office to get your fingerprints, call to confirm that they have digital scanner and the fee for fingerprinting. DO NOT GO to a private company because you will not get fingerprint cards to mail off with your forms and payment. Prints with poor quality will be rejected, so make sure they are done correctly the first time.

The results will be mailed to you in 4-6 weeks.

2. Child Abuse and Neglect Information System (CANIS) is 1-page form for each person. There is no fee for this name-based background check. This department prefers for me to scan and email the forms, so we will fill these out together during our first meeting. If you need to mail the forms, I will give you a verification letter at our first meeting, so that you can mail it with the form as quickly as possible because these results can take 4-6 weeks to be emailed back to me. IF NEEDED, the CANIS is mailed to OKDHS-CFSD/CANIS PO Box 25352 Oklahoma City, OK 73125.