

**CRIMINAL BACKGROUND SEARCHES
FOR
PRIVATE ADOPTIONS OR GUARDIANSHIPS (NON-DHS)**

On July 1, 2007, Oklahoma Law was amended to comply with the Federal Adam Walsh Child Protection and Safety Act. Unless waived by the court, adoptive applicants and anyone age 18 or older who resides in the home must obtain a fingerprint-based background check. Please refer to the Oklahoma Adoption Code, which includes the following, Oklahoma Statutes Title 10, Sections 7505-3.1; 5.1; 5.2; 5.3; 6.3. Guardianship is governed by Oklahoma Statutes Title 30, Section 2-101. If you decide that a fingerprint-based background check is required, please follow the instructions below.

All fingerprint based results will be sent to the applicant. Due to FBI confidentiality mandates, our office can only give the results of the National Fingerprint Background Check to the applicant. The applicant may then give the results to your office. If the applicant chooses to keep the results private, the applicant cannot continue in the adoption process.

Attached is the form REQUEST FOR RESULTS OF A NATIONAL FINGERPRINT BACKGROUND CHECK. This form replaces the ADM-130 Form when submitting fingerprint cards to this office.

In RARE cases where only a \$20.00 State of Oklahoma name-based search is needed (no fingerprint cards), please contact our office for the form for this type of search (if you do not have it).

**PROCEDURES
(Fingerprint-based)**

The following is required per person:

- (A) Two (2) fingerprint cards
Applicants may be fingerprinted by local law enforcement or a private fingerprinting entity of their choice. Each applicant is responsible for the cost to be fingerprinted.
- (B) Request for Results form
The applicant completes all requested information, and signs and dates the form. **Incomplete forms will be returned – signature and date are mandatory.**
- (C) Payment of the \$50.00 search fee (check or money order payable to DHS)

Once fingerprinted, the applicant brings the fingerprint cards to the agency or attorney or home study provider with whom they have been working, where the fingerprint cards should be reviewed for completeness of information and signature. **All items listed above should then be mailed to:**

DHS-CFSD Fingerprint Processing Section
P.O. Box 268935
Oklahoma City, OK 73126

RESULTS

Results will be mailed to the **applicant's address** listed in Part A of the Request for Results form in approximately **6 weeks**, and will include:

- (a) FBI fingerprint search results (national records)
- (b) OSBI fingerprint search results (Oklahoma records only)
- (c) Sex Offenders Registry search results (Oklahoma Dept. of Corrections Registry only)

PLEASE WAIT 6 WEEKS BEFORE CALLING TO CHECK STATUS OF RESULTS

IF THE FINGERPRINT CARDS ARE REJECTED

The OSBI and/or the FBI can reject the fingerprint cards if the prints are not legible. If this should occur, you will be sent notification with instructions for the applicant.

ADDITIONAL INFORMATION

- (a) The biological parent in a step-parent adoption IS NOT required, normally, to obtain a fingerprint-based background check.
- (a) International adoption cases - INS handles the fingerprint issue in an international adoption case. Please do **not** submit fingerprint cards to our office in an international adoption case. We are only authorized to do a State of Oklahoma name-based background search.

KEY PERSONNEL

Debbie King, Supervisor Procedure questions, to check status, or to order fingerprint cards	405.522.2471
Debbie Caudillo New and resubmitted fingerprint cards	405.522.3784
Fax number	405.522.3854

PLEASE NOTE: MOST ADOPTIONS REQUIRE A CHILD ABUSE AND NEGLECT INFORMATION SYSTEM SEARCH. FOR THAT FORM AND MAILING ADDRESS, PLEASE CONTACT **DAVID BURGESS AT 405-522-4051**. THERE IS NO FEE FOR THE CHILD ABUSE AND NEGLECT INFORMATION SYSTEM SEARCH.

The child abuse and neglect information system search is done by a different office on a different form. Please do not mail to the Fingerprint Processing Section.

This information packet may be photocopied as needed.

Effective 11/1/2011: A driving record is no longer part of the results provided by this office.

REQUEST FOR RESULTS OF A
NATIONAL FINGERPRINT BACKGROUND CHECK
(Please do not submit this form for a name-based background check)

FROM THE
DHS-CFSD FINGERPRINT PROCESSING SECTION
P.O. BOX 268935, OKLAHOMA CITY, OK 73126

Please print clearly providing all information requested. Please sign and date form. Incomplete forms will result in the form and the fingerprint cards being returned.

Purpose (check one): Foster Care Adoption Guardianship

PART A. APPLICANT INFORMATION

Phone Number: _____

Full Legal Name:

Last _____ First _____ Middle _____

Other Names Used (alias/maiden) _____

Date of Birth _____ City and State of Birth _____

Race _____ Sex _____ Soc Sec Number _____ Driver's Lic No./State _____ / _____

Mailing Address: _____ City _____ State _____ Zip _____

Marital Status: _____ Spouse's Name: _____

Have you ever been convicted of a crime? Yes _____ No _____
If yes, please explain: _____

PART B. Submitting Authority: Agency or Attorney or Home Study Provider who is handling this application.

Name: CATHY CHALMERS, MA, LPC, NCC, LMFT

Address: 3857 E. 72ND ST., TULSA, OK 74136-5936

Contact Person: _____ Phone Number: 918-481-0026

PART C. Applicant Release and Signature:

I am requesting a criminal background check for the purpose of applying to become a foster and/or adoptive parent or proceeding with a guardianship. Please send the results of the National Fingerprint Background Check to my address listed in Part A.

Signature _____

Date _____

PLEASE NOTE: Results cannot be sent to the Submitting Authority. Results can only be sent to the applicant. The applicant may then give the results to the Submitting Authority. If the applicant chooses to keep the results private, then the applicant cannot continue in the process to become a foster parent and/or adoptive parent or proceed in a guardianship.

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