

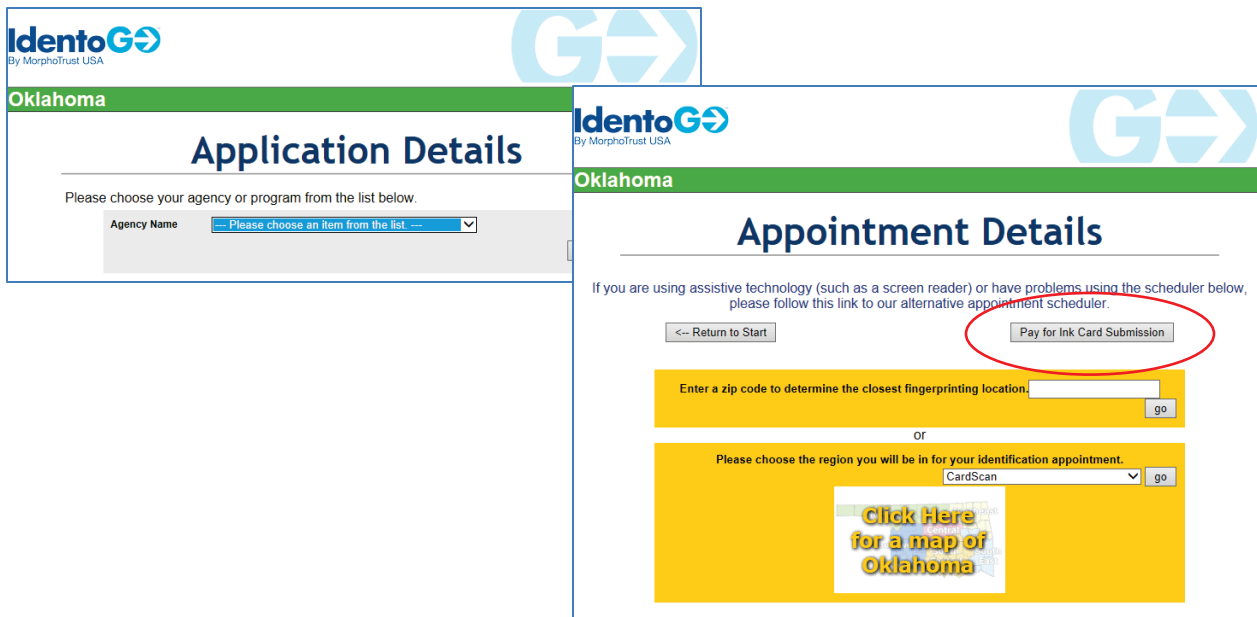
Oklahoma Card Scan Processing Procedures

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted may use MorphoTrust's Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

State of Oklahoma

- Applicants must go online to the MorphoTrust Enrollment website (www.identogo.com) or call the toll free registration center at 1-855-667-7422 and complete the registration process. During the registration process, applicants should choose the specific agency they are being fingerprinted for on the "**Application Details**" page and then select "**Pay for Ink Card Submission**" on the Appointment Details page. This will identify to MorphoTrust that a hard card will be mailed to them for conversion to an electronic fingerprint record which will then be submitted to the Oklahoma State Bureau of Investigation (OSBI).

Applicants for employment in **Long Term Care, Home Health, Hospice, State Plan Personal Care and Home and Community Based Waivered Services Settings** must have an **Authorization To Fingerprint** with a Determination Identifier generated by their proposed employer through the Oklahoma State Department of Health's OK-SCREEN web portal. You must be prepared to provide the **Determination Identifier** during the registration process for correct pricing and proper processing of your ink card submission.



The image displays two screenshots of the IdentoGO website for the state of Oklahoma. The left screenshot shows the "Application Details" page, which includes a header with the IdentoGO logo and a green bar with "Oklahoma". Below the header, it says "Please choose your agency or program from the list below." and features a dropdown menu labeled "Agency Name" with the text "Please choose an item from the list". The right screenshot shows the "Appointment Details" page, also with the IdentoGO logo and "Oklahoma" header. It includes a note about assistive technology and a link to an alternative scheduler. A button labeled "Pay for Ink Card Submission" is circled in red. Below this, there are two options for scheduling: "Enter a zip code to determine the closest fingerprinting location." with a "go" button, and "Please choose the region you will be in for your identification appointment." with a "CardScan" dropdown and a "go" button. A yellow box at the bottom of the right page contains the text "Click Here for a map of Oklahoma".

- Applicants should complete the entire registration process; a confirmation number will be supplied at the end of the registration process. This number should be retained by the applicant for tracking purposes. This confirmation number must be recorded on the fingerprint card when it is submitted to MorphoTrust for proper processing.
- **Applicants are required to pre-pay all fees online during the registration process.** Fingerprints may be submitted on standard FBI applicant cards (FD-258); use of other types of fingerprint cards may delay your processing. *Due to agency specific information, MorphoTrust does not provide fingerprint cards to applicants.*
- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.
- Applicants need to make sure the following information is completed on the fingerprint card. **Required information includes: Full name, Date of Birth, and the confirmation number provided at the end of the registration process.**
- The fingerprint card should then be sent to the following address (for tracking & security reasons, it is recommended that a shipping service with tracking service be utilized):

*MorphoTrust
Oklahoma Cardscan
3051 Hollis Drive, Suite 310
Springfield, IL 62704*

- Please include at least two (2) means of contact for each applicant for which a fingerprint card is submitted where the applicant can be reached if there are any questions related to the processing of the fingerprint card (for example, a daytime and evening telephone number or a cell phone number and email address, etc).
- Applicants wishing to verify that a fingerprint card has been processed may call 855-667-7422 and speak with a customer service representative. Please allow 3 days from date of receipt by MorphoTrust before contacting us regarding processing status.

Failure to complete the process as stated on these instructions will result in the card being returned to the applicant, which will delay the process.