

**Carl Albert Public Internship Program  
Application Checklist**

\_\_\_\_\_ Acquire a CAPIP application from your college or university Career Planning and Placement Office or call the CAPIP Office at (405) 522-1737.

***Eligibility Requirements***

Before completing the application, make sure you meet the eligibility requirements for the Undergraduate Internship Program, the Senior Undergraduate Internship Program **or** the Executive Fellows (graduate) Internship Program.

***Undergraduate*** Internship Program applicants must have:

1. \_\_\_\_\_ Completed at least **24 semester hours** of coursework, and
2. \_\_\_\_\_ Achieved a **cumulative grade point average of 2.5** on a 4.0 scale in all undergraduate-level coursework, and
3. \_\_\_\_\_ **Current** enrollment at a college/university.

***Senior Undergraduate*** Internship Program applicants must have:

1. \_\_\_\_\_ Completed at least **90 semester hours** of coursework, and
2. \_\_\_\_\_ Achieved a **cumulative grade point average of 2.5** on a 4.0 scale in all undergraduate-level coursework, and
3. \_\_\_\_\_ **Current** enrollment at a college/university.

***Executive Fellows (graduate)*** Internship Program applicants must have:

1. \_\_\_\_\_ Completed an **undergraduate degree**, and
2. \_\_\_\_\_ Completed **six semester hours** of graduate-level coursework, and
3. \_\_\_\_\_ Achieved a **cumulative grade point average of 3.0** on a 4.0 scale or **7.0** on a 12.0 scale in all graduate-level coursework, and
4. \_\_\_\_\_ **Current** enrollment at a college/university.

If you meet the eligibility requirements for the Undergraduate Internship Program, the Senior Undergraduate Internship Program or the Executive Fellows (graduate) Internship Program, begin completing your application.

***Application Requirements***

Before your application may be considered, you must submit the following:

1. \_\_\_\_\_ Completed application form, including signature and date, and
2. \_\_\_\_\_ Official or unofficial transcript(s), and

3. \_\_\_\_\_ Verification of enrollment, e.g., class schedule, and
4. \_\_\_\_\_ Resumé with work experience; knowledge, skills, and abilities; educational background; extracurricular activities; and honors/awards, and
5. \_\_\_\_\_ Letter of nomination<sup>1</sup> from a faculty member in the academic program in which you are enrolled, and
6. \_\_\_\_\_ Three **signed and dated** letters of recommendation from persons other than relatives or the nominating faculty member.<sup>2</sup> (If you are a state employee, one of your recommendation letters **must** be from your current Appointing Authority.) Letters may be addressed to **Tom Impson, Coordinator**.

Submit the completed **application, including signature page**, and supporting documents to:

Office of Personnel Management  
Carl Albert Public Internship Program  
2101 N Lincoln Blvd., B-22  
Oklahoma City, Oklahoma 73105-4904

**Please keep the remaining pages of the application booklet.** They contain important information and phone numbers you may need.

After you have submitted all required documents to the Office of Personnel Management and you have met the criteria to be considered eligible for the Carl Albert Public Internship Program, you will be mailed an eligibility letter and additional information regarding securing an internship with the State of Oklahoma. ***Read all documents carefully – they contain important information.***

The letter is an indication that your name has been added to the list of eligible applicants that is sent to state agencies at their request. Eligible applicants are selected, appointed, and paid by employing agencies. The CAPIP Program office does not hire or pay interns.

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<sup>1</sup> This should be prepared like a standard recommendation letter. It is called a nomination letter because it *must* be from a faculty member.

<sup>2</sup> Submit the nomination letter and recommendation letters with your application.

State of Oklahoma  
Office of Personnel Management

**Carl Albert Public Internship Program  
Application**

Please type or print

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Name

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Current Address	Permanent Address
City                      State                      Zip	City                      State                      Zip
(                      )	(                      )
Phone Number	Phone Number

**Note:** If any of your contact information changes while your application is on file, **you must notify the Program office of your new information to remain eligible.**

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Email Address

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University or College	Major
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Cumulative GPA	Completed Degree(s)	Expected Graduation Date
<p><b><u>Program Level:</u></b></p> <p><input type="checkbox"/> Executive Fellow Intern</p> <p><input type="checkbox"/> Senior Undergraduate Intern</p> <p><input type="checkbox"/> Undergraduate Intern</p>	<p><b><u>Semester AND Year Preference:</u></b></p> <p><input type="checkbox"/> Fall      200____</p> <p><input type="checkbox"/> Spring    200____</p> <p><input type="checkbox"/> Summer   200____</p>	<p><b><u>Location Preference:</u></b></p> <p><input type="checkbox"/> Oklahoma City area</p> <p><input type="checkbox"/> Tulsa</p> <p><input type="checkbox"/> No Preference</p> <p><input type="checkbox"/> Other _____</p>

Hours per week available to work: \_\_\_\_\_

**Persons Submitting Letters of Nomination/Recommendation: Please type or print.**

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Letter of Nomination	Telephone Number
Letter of Recommendation – 1	Telephone Number
Letter of Recommendation – 2	Telephone Number
Letter of Recommendation - 3	Telephone Number

I certify, subject to the penalties provided by law, that all information given by me in regard to application for state employment is complete and correct to the best of my knowledge and belief. You may make any contacts necessary to verify the information or to seek further information.

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*Signature*

*Date*

How did you find out about CAPIP? \_\_\_\_\_

**Please note:**

- **The State of Oklahoma is an equal opportunity employer.**
- **Selection for employment as a CAPIP Executive Fellow, Senior Undergraduate or Undergraduate Intern is neither automatic nor guaranteed.**
- **Eligible applicants are selected, appointed, and paid by employing agencies.**
- **If you are employed by a state agency, you will be required to present documentation at the time you report to work indicating you are authorized to lawfully work in the State of Oklahoma.**
- **This application packet contains the statutes and rules governing the Carl Albert Public Internship Program. You should read them and become familiar with their provisions.**
- **You are responsible for ensuring that your application file is up-to-date by submitting copies of your transcript and enrollment verification each semester.**

Remove **Application & Signature Sheet only** and submit with supporting documents (see checklist) to:

State of Oklahoma  
Office of Personnel Management  
Carl Albert Public Internship Program  
2101 North Lincoln Boulevard, Room B-22  
Oklahoma City, OK 73105  
Phone: (405) 522-1737; Fax: (405) 521-6308; TDD: (405) 521-6314  
[Tom.Impson@opm.ok.gov](mailto:Tom.Impson@opm.ok.gov)  
[http://www.ok.gov/opm/State\\_Jobs/Carl\\_Albert\\_Public\\_Internship\\_Program.html](http://www.ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html)

Accommodations for individuals with disabilities concerning the application process are available upon request.

***The information in this Carl Albert Public Internship Program application is subject to change. To ensure that the materials you have are current, please contact the CAPIP Office at the Oklahoma Office of Personnel Management, (405) 522-1737.***

**Carl Albert Public Internship Program  
Voluntary Applicant Survey**

This survey information provides the Office of Personnel Management with Carl Albert Public Internship Program statistics. This information will be kept separate from your application file. Failure to complete this survey will not disqualify you from participation in the Carl Albert Public Internship Program.

Social Security Number

Date of Birth (Month, Day, Year)

Sex (M or F)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Race or Ethnic Group (Check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Black (not of Hispanic origin)    | <input type="checkbox"/> White   |
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race) |
| <input type="checkbox"/> Asian or Pacific Islander         |  |

**Disability Conditions**

A person has a disability if he or she:

- A. Has a physical or mental impairment which substantially limits one or more major life activities,
- B. Has a record of such impairment, or
- C. Is regarded as having such impairment.

According to this definition, are you a person with a disability?      Yes       No

## State of Oklahoma Merit System Agencies<sup>3</sup>

**Agriculture, OK Dept. of**  
2800 N. Lincoln Blvd.  
Oklahoma City OK 73105-4298  
(405) 521-3864

**Alcoholic Beverage Laws  
Enforcement Comm.**

4545 N. Lincoln Blvd., Suite 270  
Oklahoma City OK 73105-3193  
(405) 521-3484

**Center for the Advancement of  
Science and Technology, OK**  
755 Research Parkway, Suite 110  
Oklahoma City OK 73104-3612  
(405) 524-1357

**Central Services, Dept. of**  
2401 N. Lincoln, Suite 104  
Oklahoma City, OK 73105  
(405) 521-2121

**Children & Youth, OK Comm. on**  
500 North Broadway, Suite 300  
Oklahoma City OK 73102  
(405) 606-4900

**Civil Emergency Mgmt., Dept. Of**  
2401 N. Lincoln Blvd.  
Oklahoma City OK 73105  
(405) 521-2481

**Commerce, OK Dept. of**  
900 N. Stiles  
Oklahoma City OK 73104  
(405) 815-5247

**CompSource Oklahoma**  
1901 N. Walnut  
Oklahoma City OK 73105  
(405) 962-3593

**Conservation Comm., OK**  
2800 N. Lincoln Blvd., Suite 160  
Oklahoma City OK 73105-4210  
(405) 521-2384

**Consumer Credit, Dept. of**  
4545 N. Lincoln Blvd., Suite 104  
Oklahoma City OK 73105-3408  
(405) 521-3653

**Corporation Comm., OK**  
2101 N. Lincoln Blvd., Suite 331  
Oklahoma City OK 73105  
(405) 521-3596

**Corrections, OK Dept. of**  
3400 N. Martin Luther King Blvd.  
Oklahoma City OK 73136-0400  
(405) 425-2500

**Cosmetology Bd., OK State**  
2401 NW 23<sup>rd</sup> Street, Suite 84  
Oklahoma City OK 73107  
(405) 521-2441

**Dentistry, Bd. of**  
201 NE 38<sup>th</sup> Terrace #2  
Oklahoma City OK 73105  
(405) 524-9037

**Education, Dept. of**  
2500 N. Lincoln Blvd., Room 1 - 11  
Oklahoma City OK 73105  
(405) 521-3977

**Election Bd., State**  
6 State Capitol  
Oklahoma City OK 73105  
(405) 521-2391

**Embalmers and Funeral  
Directors, OK State Bd. of**  
4545 N. Lincoln Blvd., Suite 175  
Oklahoma City OK 73105  
(405) 522-1790

**\* Employees Benefits Council**  
200 N. Harvey, Suite 1200  
Oklahoma City, OK 73102  
(405) 232-1190

**\* Employment Security  
Comm., OK**  
2401 N. Lincoln Blvd.  
Oklahoma City OK 73105  
(405) 557-7217

**Environmental Quality,  
OK Dept. of**  
707 N. Robinson  
Oklahoma City OK 73102  
(405) 702-7100

**Ethics Commission**  
B5 State Capitol  
Oklahoma City OK 73105  
(405) 521-3451

**\* Finance, Office of State**  
122 State Capitol  
Oklahoma City OK 73105  
(405) 521-2141

**Fire Marshal's Office, State**  
2401 NW 23<sup>rd</sup> Street, Suite 4  
Oklahoma City OK 73107  
(405) 522-5005

**Grand River Dam Authority**  
226 W. Dwain Willis Avenue  
Vinita OK 74301-0409  
(918) 256-5545

**Disability Concerns  
Office of**

2401 NW 23<sup>rd</sup>, Suite 90  
Oklahoma City OK 73107  
(405) 521-3756 Voice  
(405) 522-6706 TDD

**\* Health Care Authority, OK**  
4545 N. Lincoln Blvd., Suite 124  
Oklahoma City, OK 73105  
(405) 522-7300

**Health, OK State Dept. of**  
1000 N.E. 10th Street  
Oklahoma City OK 73117  
(405) 271-4171

**Historical Society, OK**  
2401 N. Laird Avenue  
Oklahoma City, OK 73105  
(405) 522-5225

**Human Rights Comm., OK**  
2101 N. Lincoln Blvd., Suite 480  
Oklahoma City OK 73105-4906  
(405) 521-3441

**\* Human Services, Dept. of**  
2400 N. Lincoln Blvd.  
Oklahoma City OK 73125  
(405) 521-3613

**No. OK Resource Ctr. of Enid**  
2600 East Willow  
Enid OK 73701-8715  
(580) 237-1027

**So. OK Resource Ctr.  
of Pauls Valley**  
Route 1, Box 44A  
Pauls Valley, OK 73075  
(405) 238-6401

**Investigation, OK State  
Bureau of**  
6600 N. Harvey, Suite 300  
Oklahoma City OK 73116-7902  
(405) 848-6724

**\* Juvenile Affairs, Office of**  
3812 N. Santa Fe  
Oklahoma City OK 73118  
(405) 530-2800

<sup>3</sup> Though all state agencies may participate in the Carl Albert Public Internship Program, *if* they have the money in their budget to pay the salary of any intern they hire, several agencies have used the Program more than others. Those agencies are indicated with an \* on the list that begins on this page. For additional information on any of the agencies listed, you may log onto the Department of Libraries' *Oklahoma State Government Online*, at <http://www.odl.state.ok.us/sginfo/ok.htm> or consult the ABC: *Oklahoma State Agencies, Boards, and Commissions* publication located at <http://www.odl.state.ok.us/sginfo/abc/abc.pdf>.

**\* Labor, Dept. of**  
4001 N. Lincoln Blvd.  
Oklahoma City OK 73105-5212  
(405) 528-1500  
**Land Office, Comms. of the**  
5801 N. Broadway, Suite 200  
Oklahoma City OK 73126  
(405) 604-8100  
**Libraries, OK Dept. of**  
200 NE. 18th Street  
Oklahoma City OK 73105  
(405) 521-2502  
**LP Gas Administration, OK**  
2101 N. Lincoln Blvd., Suite B-45  
Oklahoma City OK 73105-4990  
(405) 521-2458  
**McCarty Ctr. for Children with  
Developmental Disabilities, J.D.**  
2002 East Robinson Street  
Norman OK 73071-7420  
(405) 307-2800  
**Medical Licensure and Supervi-  
sion, OK State Bd. of**  
5104 N. Francis, Suite C  
Oklahoma City OK 73118  
(405) 848-6847  
**Mental Health and Substance  
Abuse Services, Dept. of**  
1200 N.E. 13th Street  
Oklahoma City OK 73152-3277  
(405) 522-3902  
**Merit Protection Comm., OK**  
3545 NW 58<sup>th</sup>, Suite 360  
Oklahoma City, OK 73112  
(405) 525-9144  
**Military Dept., The OK**  
3501 Military Circle, N.E.  
Oklahoma City OK 73111-4398  
(405) 228-5639  
**Narcotics and Dangerous Drugs  
Control, OK State Bureau of**  
4545 N. Lincoln Blvd., Suite 11  
Oklahoma City OK 73105  
(405) 521-2885  
**Osteopathic Examiners, Bd. of**  
4848 N. Lincoln Blvd., Suite 100  
Oklahoma City OK 73105-3321  
(405) 528-8625  
**Pardon and Parole Board**  
4040 N. Lincoln Blvd., Suite 219  
Oklahoma City OK 73105-5221  
(405) 427-6648, x. 237  
**Peanut Commission, OK**  
624 W. Independence, Suite 111  
Shawnee, OK 74802  
(405) 275-5994

**\* Personnel Mgmt., Office of**  
2101 N. Lincoln Blvd., Suite G-80  
Oklahoma City OK 73105-4904  
(405) 521-2177  
**Pharmacy, OK State Bd. of**  
4545 N. Lincoln Blvd., Suite 112  
Oklahoma City OK 73105-3488  
(405) 521-3815  
**Physician Manpower  
Training Comm.**  
1140 N.W. 63rd Street, Suite 302  
Oklahoma City OK 73116  
(405) 843-5667  
**Professional Engineers and  
Land Surveyors, State Bd. of  
Registration for**  
201 N.E. 27th Street, Suite 120  
Oklahoma City OK 73105-2788  
(405) 521-2874  
**Public Safety, OK Dept. of**  
3600 Martin Luther King Blvd.  
Oklahoma City OK 73136-0415  
(405) 425-2162  
**Real Estate Comm., OK**  
2401 NW 23<sup>rd</sup>, Street, Suite 18  
Oklahoma City OK 73107  
(405) 521-3387  
**\* Rehabilitation Services,  
Dept. of**  
3535 N.W. 58th St., Suite 500  
Oklahoma City OK 73112-4815  
(405) 951-3400  
**\* Retirement System, OK Public  
Employees**  
5801 N. Broadway Ext., Suite 400  
Oklahoma City OK 73152-3007  
(405) 858-6737  
**Retirement System,  
OK Teachers'**  
2500 N. Lincoln Boulevard  
Oklahoma City OK 73152  
(405) 521-2223  
**Science and Math, OK School of**  
1141 N. Lincoln Blvd.  
Oklahoma City OK 73104-2847  
(405) 521-6436  
**Secretary of State**  
101 State Capitol  
Oklahoma City OK 73105-4897  
(405) 522-0070  
**Securities, OK Dept. of**  
120 N. Robinson, Suite 860  
Oklahoma City OK 73102  
(405) 280-7700  
**Sheep and Wool Comm.**  
1404 NW 141<sup>st</sup> Street  
Edmond OK 73013  
(405) 755-1558

**\* State and Education Em-  
ployees Group Insurance Bd.,  
OK**  
3545 N.W. 58th Street, Suite 110  
Oklahoma City OK 73112  
(405) 717-8961  
**Tax Commission, OK**  
2501 N. Lincoln Blvd.  
Oklahoma City OK 73194-0001  
(405) 521-3167  
**Tourism and Recreation  
Department, OK**  
120 N. Robinson, Suite 600  
Oklahoma City OK 73102  
(405) 230-8550  
**Transportation, OK Dept. of**  
200 N.E. 21st Street, Room 1 B-5  
Oklahoma City OK 73105-3204  
(405) 521-2541  
**Turnpike Authority, OK**  
3500 Martin Luther King Blvd.  
Oklahoma City OK 73136  
(405) 425-3600  
**Veterans Affairs, OK Dept. of**  
2311 N. Central  
Oklahoma City OK 73152  
(405) 521-3684  
**\* Water Resources Bd., OK**  
3800 N. Classen Blvd.  
Oklahoma City OK 73118  
(405) 530-8800  
**Will Rogers Memorial Comm.**  
1720 W. Will Rogers Blvd.  
Claremore OK 74018  
(918) 341-0719

## State of Oklahoma Non-Merit System Agencies

### **Accountancy Bd., The OK**

4545 N. Lincoln Blvd., Suite 165  
Oklahoma City OK 73105-3413  
(405) 521-2397

### **Architects and Landscape**

#### **Architects of OK, Bd. of Governors of the Licensed**

11212 N. May Ave., Suite 110  
Oklahoma City OK 73120-6335  
(405) 949-2383

### **Arts Council OK**

2101 N. Lincoln Blvd., Suite 640  
Oklahoma City OK 73105-4987  
(405) 521-2931

### **\* Attorney General, Office of the**

112 State Capitol  
Oklahoma City OK 73105  
(405) 521-3921

### **Auditor and Inspector, State**

100 State Capitol  
Oklahoma City OK 73105-4802  
(405) 521-3495

### **Banking Dept., State**

4545 N. Lincoln Blvd., Suite 164  
Oklahoma City OK 73105  
(405) 521-2782

### **Boll Weevil Eradication Org., OK**

810 South Main  
Hobart OK 73651  
(580) 726-4280

### **Chiropractic Examiners, Bd. of**

201 NE Terrace, Suite 3  
Oklahoma City OK 73105  
(405) 524-6223

### **Crime Victims Comp. Bd.**

2200 Classen Blvd., Suite 1800  
Oklahoma City OK 73106-5811  
(405) 557-6704

### **District Attorneys Council**

421 NW 13<sup>th</sup> Street, Suite 290  
Oklahoma City OK 73103  
(405) 264-5000

### **Educational Television**

#### **Authority, OK**

7403 N. Kelley Avenue  
Oklahoma City OK 73113  
(405) 848-8501

### **Firefighters Pension and Retirement Bd., State**

4545 N. Lincoln Blvd., Suite 265  
Oklahoma City OK 73105  
(405) 522-4600

### **Governor, Office of the**

212 State Capitol  
Oklahoma City OK 73105  
(405) 521-2345

### **Horse Racing Comm., OK**

2614 Villa Prom  
Oklahoma City OK 73107  
(405) 943-6472

### **House of Representatives, OK**

401 State Capitol  
Oklahoma City OK 73105  
(405) 521-2711

### **Indian Affairs Comm., OK**

4545 N. Lincoln Blvd., Suite 282  
Oklahoma City OK 73105  
(405) 521-3828

### **Indigent Defense System, OK**

P.O. Box 926  
Norman OK 73070-0926  
(405) 801-2601

### **Industrial Finance Auth., OK**

5900 N. Classen Court  
Oklahoma City OK 73118-5923  
(405) 842-1145

### **Insurance Dept.**

2401 NW 23<sup>rd</sup> Street, Suite 28  
Oklahoma City OK 73152-3408  
(405) 521-2828

### **J.M. Davis Memorial Comm.**

333 N. Lynn Riggs  
Claremore OK 74018  
(918) 341-5707

### **Law Enforcement Education and Training, Council on**

3530 Martin Luther King Blvd.  
Oklahoma City OK 73136  
(405) 425-2750

### **Law Enf. Retirement Bd., OK**

4545 N. Lincoln Blvd., Suite 257  
Oklahoma City OK 73105-3414  
(405) 522-4931

### **Legislative Fiscal Office**

Room B-30, State Capitol Bldg.  
Oklahoma City OK 73105  
(405) 521-4144

### **Lt. Governor, Office of the**

211 State Capitol  
Oklahoma City OK 73105  
(405) 521-2161

### **Marginally Producing Oil and Gas Wells, Comm. on**

3535 NW 58<sup>th</sup> Street, Suite 80  
Oklahoma City, OK 73112-4802  
(405) 604-0460

### **Med. Tech. & Research**

#### **Auth. of OK**

505 N.E. 13th Street  
Oklahoma City OK 73104  
(405) 271-3685

### **Medicolegal Invest., Bd. of**

901 North Stonewall  
Oklahoma City OK 73117  
(405) 239-7141

### **Mines, Dept. of**

4040 N. Lincoln Blvd., Suite 107  
Oklahoma City OK 73105  
(405) 427-3859

### **Motor Vehicle Comm., OK**

4334 N.W. Expressway, Suite 183  
Oklahoma City OK 73116-1515  
(405) 521-2375

### **Nursing, OK Bd. of**

2915 N. Classen Blvd., Suite 524  
Oklahoma City OK 73106  
(405) 962-1800

### **Nursing Home Admin., OK State**

**Bd. of Examiners for**  
3033 North Walnut, Suite 100E  
Oklahoma City OK 73105  
(405) 521-0991

### **Optometry, Bd. of Examiners In**

6912 E. Reno, Suite 302  
Midwest City OK 73110  
(405) 733-7836

### **Police Pension and Retirement System, OK**

1001 N.W. 63rd Street, Suite 305  
Oklahoma City OK 73116-7335  
(405) 840-3555

### **Psychologists, State Bd. of Examiners of**

201 NE 38<sup>th</sup> Terrace, Suite 3  
Oklahoma City OK 73105  
(405) 524-9094

### **Senate, OK State**

422 State Capitol  
Oklahoma City OK 73105  
(405) 521-5692

### **Social Workers, State Bd. of Licensed**

5104 North Francis, Suite E  
Oklahoma City OK 73118  
(405) 946-7230

### **Speech Pathology & Audiology, Bd. of Examiners for**

P.O. Box 53592  
Oklahoma City OK 73152  
(405) 840-2774

### **Teacher Preparation, Comm. for**

4545 Lincoln Blvd., Suite 275  
Oklahoma City OK 73105  
(405) 525-2612

**Treasurer, State**

217 State Capitol  
Oklahoma City OK 73105  
(405) 521-3191

**Used Motor Vehicle and Parts  
Comm., OK**

2401 NW 23<sup>rd</sup> Street, Suite 57  
Oklahoma City OK 73107  
(405) 949-2626

**Veterinary Medical Examiners,  
OK Bd. of**

201 NE 38<sup>th</sup> Terrace, Suite 1  
Oklahoma City OK 73105  
(405) 524-9006

**Wheat Utilization, Research and  
Market Development Comm.**

800 N.E. 63rd Street  
Oklahoma City, OK 73105  
(405) 521-6685

**Wildlife Conservation, Dept. of**

1801 N. Lincoln Blvd.  
Oklahoma City, OK 73152  
(405) 521-6685