

# Board of Licensed Social Workers State of Oklahoma

P. O. Box 18817  
Oklahoma City, OK 73154



4545 N. Lincoln Blvd., Suite 162  
Oklahoma City, OK 73105

## Oklahoma State Board of Licensed Social Worker's (OSBLSW) policy on Background Checks:

Effective November 1, 2011, and in accordance with HB 1715, the OSBLSW will require social work licensure applicants to submit to sex offender, violent offender and national criminal history checks.

### Application of Policy

This policy applies to all social workers making application after 11-1-2011, including new applicants, and applicants who were previously licensed and seeking reinstatement of their license.

### A. Purpose

1. Safeguard the welfare of the people of the State of Oklahoma.
2. If the results of the national criminal history record check required reveal that the applicant has been convicted of, or pled guilty or nolo contendere to, any felony, or to any misdemeanor involving moral turpitude, the individual's application for licensure **may** be disapproved by the Board with no further action taken on the application.

### B. Appeals

Individuals who are notified they are listed on the registries will be requested to appear before the Board to provide additional information about their criminal history should they wish to continue with the application process.

### C. Background Check Procedures

1. Prior to making application, applicants must request from the Board office two sets of fingerprint cards.
  - a. For new applicants, the Board office would recommend requesting the fingerprint cards approximately three months prior to your intent of making application for licensure. **NOTE: You may still be under supervision when you make this request.**
2. Upon receipt of the fingerprint cards, make arrangements with your local law enforcement agency to get fingerprinted. **DO NOT complete any of the information on the fingerprint cards prior to your arrival at your local agency.** There may be a fee associated with this service. Consult with your local agencies.

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- a. This Board office would strongly encourage you to use a facility that offers fingerprint scanning as the results are more reliable and less likely to be rejected. To locate an agency that perform fingerprint scanning, please refer to the list placed on the agency website.
  - b. You **MUST** present a photo ID at the time of fingerprinting with your local agency.
3. After being fingerprinted by your local agency, send both sets of fingerprint cards to the OSBLSW at 4545 N. Lincoln Blvd., STE 162 Oklahoma City, OK 73105.
- a. You **MUST** include with the fingerprint cards a money order for \$45.00. Make the money order payable to the Oklahoma State Bureau of Investigation.
  - b. Should the Oklahoma State Bureau of Investigation determine the prints to be illegible, you will be notified. The Board office will send you two additional sets of fingerprint cards, and you will need to obtain two new sets. (There may be a fee associated with re-printing locally, but you will not be required to submit an additional \$45.00 fee for processing with Oklahoma State Bureau of Investigation).
  - c. If an applicant has been fingerprinted twice, and the Oklahoma State Bureau of Investigation determines the print to be illegible again, the applicant will work with the Board office to schedule a time to have the prints taken at the Oklahoma State Bureau of Investigation's Headquarter office in Oklahoma City. There will be no additional cost to the applicant to process the fingerprints.