

Going Home

Oklahoma
Reentry Resource Guide
2011



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In order to make the resource guide a viable tool towards successful reentry of offenders, your feedback is essential. To report broken links, update information, or to provide resource information currently not included, please send an email to kristy.warren@doc.state.ok.us in the Treatment and Rehabilitative Services Division, Programs Unit.

This publication is produced by the [Oklahoma Department of Corrections](#), Kenny Holloway, Deputy Director [Treatment and Rehabilitative Services](#).

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Social Security Card

Adapted from information provided on the Social Security Administration (SSA)

Website: <http://www.ssa.gov>

Applying for a Social Security Card is Free!

Your Social Security Card is an important item of identification and can be used to:

- confirm identity when applying for public assistance
- verify citizenship
- confirm employment eligibility to prospective employers

If you do not have a social security card, it is very important that you obtain one from the United States Social Security Administration, or request a copy of your previously issued card if it has been lost. (NOTE: Once obtained, keep in a private, safe place to deter identity theft).

The Social Security Administration has specific procedures which must be followed to obtain your new or replacement card. Selected sections from the SSA form SS-5 follow:

IMPORTANT: If you have never been assigned a social security number before, you **MUST** apply in person.

Evidence Documents are required and are based on the type of request. If your documents do not meet requirements, your application cannot be processed.

- The SSA requires ORIGINAL documents or copies certified by the custodian of the record.
- The SSA cannot accept photocopies or notarized copies of documents.

The SSA will return your documents after they have seen them.

Original Card: To apply for an original card, you will need to provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status.

Replacement Card: To apply for a replacement card, you must prove your identity. If you were born outside of the U.S., you will also need to prove your U.S. citizenship or current lawful, work-authorized immigration status.

Evidence Documents the SSA Needs to See

Age: In general, the SSA must see your birth certificate. In some situations, they may accept another document that shows your age. Some of the other documents the SSA may accept are:

- U.S. Hospital record of your birth (created at the time of your birth)
- Religious record established before age five showing your age or date of birth
- Passport

- Final Adoption Decree (the adoption decree must indicate that the birth data was taken from the original birth certificate)

Call the SSA for advice if you cannot obtain one of these documents.

1-800-772-1213

U.S. Citizenship: In general, the SSA can accept your U.S. birth certificate or U.S. Passport. Other documents they may accept are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

Identity: The SSA must see evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, the SSA prefers to see documents issued in the U.S.

Documents submitted to establish identity must show your legal name **AND** provide biographical information (your date of birth, age, or parents' names) and/or physical information (photograph, or physical description—height, eye and hair color, etc.). Additionally, if you send a photo identity document but do not appear in person, the document must show your biographical information (your date of birth, age, parents' names). To protect your Social Security card and number, identity documents must be of recent issuance.

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

The Social Security Administration website has a link for you to use that will assist you in finding the closest office to your location <http://www.ssa.gov> or you may call 1-800-772-1213.



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SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Applying for a Social Security Card is free!

USE THIS APPLICATION TO:

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

IMPORTANT: You MUST provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at www.socialsecurity.gov.

Original Social Security Card

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

Replacement Social Security Card

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

Changing Information on Your Social Security Record

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

IF YOU HAVE ANY QUESTIONS

If you have any questions about this form or about the evidence documents you must provide, please visit our website at www.socialsecurity.gov for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.

EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

IMPORTANT: If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. Hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.

Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, I-688B, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

HOW TO COMPLETE THIS APPLICATION

Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.

GENERAL: Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.
5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.
- 6., 7. Providing race and ethnicity information is voluntary and is requested for informational and statistical purposes only. Your choice whether to answer or not does not affect decisions we make on your application. If you do provide this information, we will treat it very carefully.
- 9.B., 10.B. If you are applying for an original Social Security Card for a child under age 18, you **MUST** show the mother's and father's Social Security numbers unless the mother and/or father was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.
13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.
16. Show an address where you can receive your card 7 to 14 days from now.
17. **WHO CAN SIGN THE APPLICATION?** If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you.

Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office of Social Security Card Center that serves your area.

PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

PRIVACY ACT STATEMENT

Collection and Use of Personal Information

Sections 205(c) and 702 of the Social Security Act, as amended, authorize us to collect this information. The information you provide will be used to assign you a Social Security number and issue a Social Security card.

The information you furnish on this form is voluntary. However, failure to provide the requested information may prevent us from issuing you a Social Security number and card.

We rarely use the information you supply for any purpose other than for issuing a Social Security number and card. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);
3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and
4. To facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Complete lists of routine uses for this information are available in System of Records Notice 60-0058 (Master Files of Social Security Number (SSN) Holders and SSN Applications). The Notice, additional information regarding this form, and information regarding our systems and programs, are available on-line at www.socialsecurity.gov or at any local Social Security office.

This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9.5 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.**

SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	NAME → <small>TO BE SHOWN ON CARD</small>		First	Full Middle Name	Last
	FULL NAME AT BIRTH <small>IF OTHER THAN ABOVE</small>		First	Full Middle Name	Last
	OTHER NAMES USED ON YOUR SOCIAL SECURITY CARD				
2	Social Security number previously assigned to the person listed in item 1 →		— —		
3	PLACE OF BIRTH → <small>(Do Not Abbreviate)</small> City State or Foreign Country			<small>Office Use Only</small> 4	DATE OF BIRTH → MM/DD/YYYY
5	CITIZENSHIP → <small>(Check One)</small>	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Legal Alien Allowed To Work	<input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3)	<input type="checkbox"/> Other (See Instructions On Page 3)
6	ETHNICITY <small>Are You Hispanic or Latino? (Your Response is Voluntary)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No	7	RACE <small>Select One or More (Your Response is Voluntary)</small> <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Asian	<input type="checkbox"/> American Indian	<input type="checkbox"/> Black/African American <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> White
8	SEX →	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
9	A. MOTHER'S NAME AT HER BIRTH →		First	Full Middle Name	Last Name At Her Birth
	B. MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3) →		— —		<input type="checkbox"/> Unknown
10	A. FATHER'S NAME →		First	Full Middle Name	Last
	B. FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3) →		— —		<input type="checkbox"/> Unknown
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1 →		First	Full Middle Name	Last Name
13	Enter any different date of birth if used on an earlier application for a card →		MM/DD/YYYY		
14	TODAY'S DATE → MM/DD/YYYY	15	DAYTIME PHONE NUMBER () — Area Code Number		
16	MAILING ADDRESS → <small>(Do Not Abbreviate)</small>		Street Address, Apt. No., PO Box, Rural Route No. City State/Foreign Country ZIP Code		
17	YOUR SIGNATURE →		18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify) _____	
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)					
NPN		DOC	NTI	CAN	ITV
PBC	EVI	EVA	EVC	PRA	NWR DNR UNIT
EVIDENCE SUBMITTED			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
			DATE		
			DATE		
			DCL DATE		

Birth Certificates (Oklahoma)

Obtained from the Oklahoma State Department of Health Vital Records Service
Website: <http://www.ok.gov/health/> \$15 per certified copy

Pittsburg County Health Department
1400 East College Avenue
McAlester, OK

Birth certificates must be requested from the state where you were born. If you were born in a state other than Oklahoma, the website above contains a link that will assist you in locating the correct agency for the state in which you were born.

In order to obtain an Oklahoma copy/certified copy of your birth certificate you will need to provide:

- A valid, legal photo ID; or a U.S. hospital record of your birth (created at the time of your birth)
- Completed and signed Birth Certificate Request Form
- Applicable fee

Certified copies of birth certificates may be obtained by applying in person at one of the following locations between 8:30 a.m. and 4:00 p.m.:

Vital Records Service, Room 117
Oklahoma State Department of Health
1000 Northeast 10th
Oklahoma City, OK

Tulsa Health Department,
Central Regional Health Center
315 S. Utica
Tulsa, OK

-OR-

Writing to:

Vital Records Service
Oklahoma State Department of Health
1000 Northeast 10th
Oklahoma City, OK 73117

*The following exceptions to the valid photo ID rule apply only to the state of Oklahoma. Each state is different. If you were born in a state other than Oklahoma, you will need to check with the appropriate agency in that state.

*If you're applying for your birth certificate while still incarcerated, the photo ID can be substituted with your CRC card. Ask your case manager for assistance in this area.

*If you have already been released when you request the certified copy of your birth certificate and have no valid photo ID, you may have someone who does have a valid photo ID accompany you to apply. That person will attest to your identity and you will then be allowed to apply for the certified copy. If you are applying by mail, this may still be accomplished by having that person write a statement that they know you (have them include your name at birth and date of birth), sign their statement, and include a copy of their valid photo ID.

*Make sure you request the certificate using the name at the time of birth as listed on the birth certificate.

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Birth Request Instruction Sheet

ELIGIBILITY

By state law, birth records filed with this office are not open for public inspection. The person requesting the certificate must meet one of the following eligibility standards:

- Be the subject of the record
- Acting in such person's best interest (and authorized by the subject of the record)
- Court order

By signing the request, you are indicating that you are the person who is the subject of the records, a court appointed legal guardian, a custodial guardian, or an authorized agent working in the best interest of the subject of record. *Additional documentation may be required demonstrating the requestor's authorization to obtain the birth record requested.* When an adoption has occurred, the biological family and the adoptee no longer have the same legal right to each other's birth record that they had prior to the adoption. Additional documentation may be required to show the requestor's authorization to obtain an adoptee's birth record.

ACCEPTABLE PHOTO IDENTIFICATION

Note: Send a photocopy. Do not send your original ID. Photocopies must be legible and cannot be expired.

- State Issued Driver Licenses
- State Issued Photo Identification Card
- US Passport
- Government Issued Military ID
- United States Bureau of Indian Affairs Identification card (with photo)
- Tribal Identification card by federally recognized tribes (with photo)
- Oklahoma Gun Permit
- Pilot License
- Non US passport + I94 card (VISA)
- Consular Matricula card + 1 form secondary ID

HEIRLOOM BIRTH CERTIFICATES

\$ 35.00 and includes one certified copy of the original certificate.

The Heirloom Birth Certificate is 11"x14" with a dark blue trim, bearing a silver and gold seal, depicting the view of the State Capitol Dome. The Certificate will reflect the name, date of birth, place of birth, and parent's names of the subject of the birth record. Proceeds from the issuance of Heirloom Birth Certificates are used by the Child Abuse Training and Coordination Program to provide training and technical assistance to judges, prosecutors and members of the multidisciplinary child abuse teams who intervene in circumstances of child abuse.

WALLET SIZE CARDS Standard search and issuance fees apply.

The wallet size card is 3"x4" and contains minimal birth information and does NOT include parental information. Wallet size cards may NOT be acceptable identification for passports, travel, Social Security, school enrollment or obtaining a driver's license or permit.

IF BOTH PARENTS DO NOT APPEAR ON THE BIRTH CERTIFICATE

If both parents' names are not indicated on the original Certificate of Birth a complete copy of the birth record can be obtained only if requested by the mother, the subject of the birth record if of legal age, or a person having legal custody or guardianship of the subject of the birth record. If the certificate is required for "adoption purposes," the signature of the attorney of record and a statement from him/her to that effect is required.

NAME CHANGES

If a change to the name of the subject of the birth record has occurred as a result of **legal** action the person requesting the birth record must identify in the place marked "full name at birth" the current legally altered name of the subject of the birth record, and that name must agree with the information that now appears on the certificate. If a change needs to be made to the record, complete the request with the information that currently appears on the certificate and attach a letter specifying the changes. *(Additional Instructions will be mailed once the request has been reviewed.)*

SUBJECT OF THE BIRTH RECORD IS DECEASED

If the subject of the original Certificate of Birth is deceased the person requesting a copy of the deceased person's birth certificate may receive only a birth record marked with a notation indicating that the subject of the record is deceased.

NOT BORN IN OKLAHOMA?

If you were not born in Oklahoma, please visit <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> for a complete listing of national vital statistics offices.

QUESTIONS

If you have any questions visit our official website <http://www.health.ok.gov/program/vital> or call our office at (405) 271-4040.

Birth Certificate Request



Phone: (405) 271-4040

Division of Vital Records
1000 NE 10th Street
Oklahoma City, OK 73117

Walk-in Hours: Mon-Fri 8:30-4:00



Requirements:

- 1) This request **must** be completed in full.
- 2) Enclose a copy of a current legal photo ID (See back for list of acceptable IDs)
- 3) Enclose appropriate fees
- 4) Person requesting to receive a birth certificate must sign below
- 5) If submitting by mail, enclose a self-addressed stamped envelope

Full Name at Birth: (If a change to the name has occurred, please see instruction sheet)

_____ First _____ Middle _____ Last

Date of Birth: ____ / ____ / ____ Female Male Place of Birth: _____, OKLAHOMA
Month Day Year City and/or County

Full Name of Father: _____
First Middle Last

Full MAIDEN Name of Mother: _____
First Middle Last Name prior to first marriage

This request is being made by:

Person Himself/Herself Parent Legal Guardian or Custodian Authorized Agent, must specify: _____

Current Address (REQUIRED):

Name _____ Daytime Telephone Number: (____) _____ - _____
Street Address _____ Apt _____ City, State and Zip _____

Purpose for which the birth certificate is needed:

Drivers License Social Security Passport School State Assistance Pgm Other, specify: _____

 By signing below, I declare that all information provided on this request is true and correct.

Signature: _____ Date Signed: _____
(Request will not be processed without the signature of the requestor and established eligibility.)

Fees

A fee is to be paid for a search of the files or records, even when no copy is available. Search fees are non-transferable and non-refundable.

_____ Number of certified copies requested (\$15 each and includes search fee)
_____ Delayed registration, amendment, paternity, adoption, or legitimation fee (\$40 - Includes one certified copy)
_____ Number of Heirloom certificates requested: (\$35 each and includes one certified copy)
_____ Total Amount enclosed

Make checks payable to OSDH. Do not send cash by mail.



Mailing address: Division of Vital Records, PO Box 53551, Oklahoma City, OK 73152

Print Form

Mail

Reviewed by: _____
Date: ____ / ____ / ____
Fees Enclosed: \$ _____
Fees Due: \$ _____
ID Enclosed: _____

OFFICE USE ONLY Issuance

Copies Issued: _____
Date Completed: ____ / ____ / ____
Issued by: _____
Other: _____

Front Desk

Clerk: _____
Date: _____
Fees Paid: \$ _____
Fee Type: Check Cash MO

Driver's License

Adapted from information provided on the Oklahoma Department of Public Safety Website: <http://www.dps.state.ok.us/>. (See Driver License Examining Division, Driver Manual)

Fee is involved and may vary depending on your situation.

The above website contains a link to the Oklahoma Driver's Manual and a link to a list of all Driver License Examination stations state-wide so that you will be able to locate the one nearest to you. If your Oklahoma Driver's License has been suspended or revoked, please refer to the manual, Section 4, Chapters 13 and 14 to see if you are eligible to apply for a new license.

Section 1, Chapters 1 and 2 explain the process for obtaining your Oklahoma Driver License, including what documentation you will need to take with you, what fees are applicable, and where you will get the actual license. The Driver License Examination stations do not issue the actual license, their responsibility is to administer the tests (vision screening, written test, driving test) If you meet all the necessary requirements to receive an Oklahoma Driver's License, the examiner will give you written verification of such, which you will then take to an Oklahoma Tag Agent. The Tag Agent will take the written verification, your payment of applicable fees, and issue your Driver's License.

There are many Oklahoma Tag Agencies statewide. You may consult your local phone book, yellow pages "tag agencies", to find a tag agent nearest to you.

Many of the steps are the same when obtaining a state issued photo ID as obtaining a driver's license. You will not need to test, but you will have to have proper identification documentation.

Below is a list of acceptable "primary" and "secondary" identification. For both the Oklahoma state driver's license and the Oklahoma state identification card, you will need one primary document AND one secondary document.

Primary proof of identification:

- Certified birth certificate
- Passport
- Identification documents issued by the U.S. Armed Services
- United States Bureau of Indian Affairs identification card or an Oklahoma tribal photo identification card from one of the following tribes:
 - Kiowa
 - Comanche
 - Apache of Oklahoma
 - Absentee Shawnee
 - Cheyenne-Arapaho (only tribal cards with color photo)

- State of Oklahoma identification card issued by Department of Public Safety
- Documents issued by the United States Immigration and Naturalization Service
- Oklahoma drivers license, or out-of-state drivers license
- Finger image comparison, if a Department-generated finger image is already on file with the Department of Public Safety or the Department of Corrections.

Secondary proof of identification:

- Any primary proof of identification listed above that is not used as the primary identification document of the applicant.
- Any person under the age of 18 may produce an affidavit signed by the parent or legal guardian
- Photo identification card that is issued by an Oklahoma:
 - public, private, or parochial secondary school
 - institution of higher education
 - technology center school
 - employer
 - Oklahoma gun permit
 - Pilot license
 - Oklahoma lifetime hunting or fishing license
 - Oklahoma voter identification card
 - Social Security card
 - Health insurance card
 - Motor vehicle registration or title
 - Marriage license
 - Separation or divorce judgment
 - High school, technology center, college, or university diploma
 - Professional degree, certificate, or license
 - Deed or title to property in Oklahoma (including a burial plot deed)
 - Health, life, or home insurance policy issued to the applicant
 - Automobile insurance policy or security verification form issued to the applicant
 - Valid U.S.D.O.T. health card
 - Digital photograph comparison, if a Department-generated digital photograph is already on file with the Department of Public Safety or the Department of Corrections

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Certificate of Degree of Indian or Alaska Native Blood (CDIB)

Adapted from Tribal affiliated websites
Fees vary

A Certificate of Degree of Indian Blood or Certificate of Degree of Alaska Native Blood (CDIB), is an official U.S. document that certifies an individual possesses a specific degree of Indian blood of a federally recognized Indian tribe, band, nation, pueblo, village, or community. CDIB cards are issued by the Bureau of Indian Affairs after the applicant supplies a completed genealogy with supporting legal documents such as birth certificates, showing their descent, through one or both birth parents, from an enrolled Indian or an Indian listed in a base roll such as the Dawes Rolls. Blood degree cannot be obtained through adoptive parents. The blood degree on previously issued CDIB cards or on the base rolls in the filer's ancestry are used to determine the filer's blood degree (unless the

tribe challenges the accuracy of the documentation). Information collected for the filing is held confidential by privacy laws.

A Certificate Degree of Indian Blood does not establish membership in a tribe. Tribal membership is determined by tribal laws and may or may not require a CDIB card or may require a separate tribal determination of ancestry or blood degree.

Your application for a CDIB card will begin with your tribe of affiliation. You will need to contact them to obtain their specific application and instructions. For your convenience, a list of the most populous Oklahoma tribes and their contact information is listed below.

Many Tribes offer a wide range of programs to their members; everything from medical treatment, food pantries, housing assistance, to college tuition assistance. Not all Tribes offer the same programs. You will need to check with your Tribe to see what programs they may offer that would be of assistance to you.



Apache Tribe of OK
<http://www.fortsillapache.com/>
P O Box 1220, Anadarko, OK 73005
(405) 247-9493

Caddo Nation of Oklahoma
<http://www.rootsweb.com/~itwchit/>
P O Box 487, Binger, OK 73009
(405) 656-2344

Cherokee Nation
<http://www.cherokee.org/>
P O Box 948, Tahlequah, OK 74465
(918) 456-0671

Cheyenne-Arapaho Tribe of OK
<http://www.c-a-tribes.org/>
P O Box 38, Concho, OK 73022
(405) 262-0345

Chickasaw Nation of OK
<http://www.chickasaw.net>
520 E Arlington Blvd, Ada, OK 74821
(580) 436-2603

Choctaw Nation of OK
<http://www.choctawnation.com/>
16th & Locust Street, Durant, OK 74702
(580) 924-8282

Citizen Potawatomi Nation
<http://www.potawatomi.org/>
1601 S Gordon Cooper Drive, Shawnee, OK 74801
(405) 275-3121

Comanche Tribe of OK
<http://www.comanchenation.com/>
P O Box 980, Lawton, OK 73502
(580) 294-4988

Muscogee (Creek) Nation
<http://www.muscogeenation-nsn.gov/>
P O Box 580, Okmulgee, OK 74447
(918) 756-8700

Osage Nation of OK
<http://www.osagetribe.com/>
627 Grandview, Pawhuska, OK 74056
(918) 287-1128

Sac & Fox Nation
<http://www.cowboy.net/native/sacnfox.html>
Route 2, Box 246, Stroud, OK 74079
(918) 968-3526

Seminole Tribe of OK
<http://www.seminolenation.com/>
P O Box 1498, Wewoka, OK 74884
(405) 257-6343

Shawnee Tribe
<http://www.shawnee-tribe.com/>
P O Box 189, Miami, OK 74354
(918) 542-2441

For a complete list of all Oklahoma Tribes, you may refer to the following website:

http://500nations.com/Oklahoma_Tribes.asp

Veterans Identification (If applicable)

Obtained from: the National Personnel Records Center Website:
<http://www.archives.gov/>

Assistance from: Oklahoma Department of Veterans Affairs Website:
<http://www.odva.state.ok.us>

Assistance from: United States Department of Veterans Affairs Website:
<http://www.va.gov/>

Another form of personal identification is your DD-214 which is a document of the United States armed forces when a service member retires, separates or discharges from active-duty military. The form can also be referred to as "discharge papers".

The National Personnel Records Center is the government agency who handles the replacing of lost and destroyed DD 214s upon request from a veteran. The documents are mailed from the Military Personnel Records Center. Veterans can obtain their DD214 from the National Personnel Records Center.

How To Get A Duplicate Copy Of DD214

If you have misplaced your original DD214 form you can request another copy by completing and submitting Form SF 180 "Request Pertaining to Military Records." You can also request DD214 duplicate copies by using the VA fax on demand system. Just dial 301-837-0990 from a fax machine. Follow the voice instructions and when prompted for the document number enter 2255.

To request a copy of your DD214 form by mail, write to (include a completed Form SF 180):

The National Personnel Records Center
9700 Page Avenue
St. Louis, MO 63132

Representatives in the Oklahoma Department of Veterans Affairs will be able to assist you with acquiring your DD214, or if you have questions concerning the application process.

Oklahoma Department of Veterans Affairs

Physical Address:

2311 N. Central

Oklahoma City, OK 73105

Telephone: 405-521-3684 - Fax: 405-521-6533

Mailing Address:

P O Box 53067

Oklahoma City, OK 73152

Voter Registration

OKLAHOMA STATE ELECTION BOARD

Room B-6, State Capitol Building

PO Box 53156, Oklahoma City, Oklahoma 73152

Telephone 405-521-2391 www.ok.gov/~elections/

ELIGIBILITY

A person who is eligible to register to vote must be:

- at least 18 years old
- a United States citizen
- a resident of Oklahoma

However, a person who has been:

- convicted of a felony may not register until a period of time equal to the original judgment and sentence has expired.
- adjudged to be an incapacitated person may not register.
- adjudged to be a partially incapacitated person prohibited from voting may not register.

HOW TO REGISTER

You must fill out a voter registration application form. Voter registration applications are available at your County Election Board, post offices, tag agencies, libraries and many other public locations. You will be offered a voter registration application when you get your driver's license and when you apply for assistance at some government agencies. You also may download an application form or send a request to receive a form by U.S. Mail.

The application form asks for:

- your name and address
- your political affiliation
- your birth date
- your driver's license number
- the last four digits of your Social Security number (required if no driver's license)

You must sign and date the oath printed on the form. When you sign the voter registration application form, you swear that you are eligible to register to vote.

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INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/evetrecs/>.

2. Personnel records and Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **less than 62 years** ago and STR's are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. Release of information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unmarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters must provide proof of death, such as a copy of a death certificate, letter from funeral home or obituary.

b. Fees for records: There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 or more years** ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. Release of Information: Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. Fees for Archival Records: Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/evetrecs/> *

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH		
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT						
b. RESERVE COMPONENT						
c. NATIONAL GUARD						
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES _____				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES		

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU WOULD LIKE TO REQUEST A COPY OF:

- DD Form 214 or equivalent.** This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one DD214. Check the appropriate box below to specify a deleted or undeleted copy. When was the DD Form(s) 214 issued? YEAR(S):
 - UNDELETED:** Ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.
 - DELETED:** The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.
- All Documents in Official Military Personnel File (OMPF)**
- Medical Records** (Includes Service Treatment Records (outpatient), inpatient and dental records.) If hospitalized, provide facility name and date for each admission:
- Other** (Specify):

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- Benefits Employment VA Loan Programs Medical Medals/Awards Genealogy Correction Personal
- Other, explain:

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.)

- Military service member or veteran identified in Section I, above
- Next of kin of deceased veteran (Must provide proof of death).
- Legal guardian (Must submit copy of court appointment.)
- Other (specify) _____

Show relationship: _____
(See item 2a on accompanying instructions.)

2. SEND INFORMATION/DOCUMENTS TO:
(Please print or type. See item 4 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE REQUIRED (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name _____

Street _____ Apt. _____

City _____ State _____ Zip Code _____

Signature Required - Do not print _____

() _____
Date of this request Daytime phone _____

Email address _____

This form is available at <http://www.archives.gov/research/order/standard-form-180.pdf> on the National Archives and Records Administration (NARA) web site.

RESET

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LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	14
	Discharged, deceased, or retired after 10/16/1992	14	11
	Reserve; or active duty records of current National Guard members who performed service in the U.S. Army before 7/1/1972	7	
	Active enlisted (including National Guard on active duty in the U.S. Army) or TDRL enlisted	9	
	Active officers (including National Guard on active duty in the U.S. Army) or TDRL officers	8	
NAVY	Current National Guard enlisted and officer not on active duty in Army (including records of Army active duty performed after 6/30/1972)	13	
	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSSRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center /DSMR HQ ARPC/DPSSA/B 6760 E. Irvington Place, Suite 4600 Denver, CO 80280-4600	7	U.S. Army Human Resources Command ATTN: AHRC-PAV-V 1 Reserve Way St. Louis, MO 63132-5200	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wooton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, CGPC-adm-3 USCG Personnel Command 4200 Wilson Blvd., Suite 1100 Arlington, VA 22203-1804	8	U.S. Army Human Resources Command ATTN: AHRC-MSR 200 Stovall Street Alexandria, VA 22332-0444	13	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
4	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	Commander USAEREC ATTN: PCRE-F 8899 E. 56th St. Indianapolis, IN 46249-5301	14	National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100 <i>http://www.archives.gov/veterans/evetrecs/</i>
5	Marine Corps Mobilization Command 15303 Andrews Road Kansas City, MO 64147-1207	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120		

OKLAHOMA

I. Automatic Restoration of Rights:

Persons “convicted of a felony” may not register to vote “for a period of time equal to the time prescribed in the judgment and sentence.” Okla. Stat. tit. 26, § 4-101(1). Felony offenders and persons convicted of a misdemeanor involving embezzlement are disqualified from office for 15 years after completion of sentence or until pardoned. §§ 5-105a(A), (B). (Permanent disqualification for a member of the legislature who is convicted of specified offenses. Okla. Const. art. V, § 18; Okla. Stat. tit. 21, § 312.) Persons who have been convicted of any felony or

__ who have served a term of imprisonment in any penitentiary, state or federal, for the commission of a felony may not sit on a jury, unless that person has been “fully restored to his or her civil rights” (which in Oklahoma means a pardon). Okla. Stat. tit. 38, § 28(C)(6).

II. Discretionary Restoration Mechanisms:

A. Executive pardon:

- *Authority*: Governor’s pardon power cannot be exercised except pursuant to a favorable recommendation from a majority of the Board of Pardon and Parole. Okla. Const. art. VI, § 10. Governor must report to the legislature on each clemency grant at each regular session, though no requirement that he state his reasons. Okla. Const. art. VI, § 10 (Governor must also approve all parole decisions, and commutation recommendations are interspersed with parole recommendation on monthly report to the Governor. See <http://www.ppb.state.ok.us> (Docket Results, Hearing Schedule).)
- *Administration*: Board has five members, three of which are appointed by Governor, other two, respectively, by Chief Justice of Supreme Court and presiding judge of the Oklahoma Criminal Court of Appeals. *Id.* Their terms expire with the Governor’s. The board chooses their own chairman. Okla. Stat. tit. 57, § 332.4(A). Okla. Const. art. VI, § 10 provides: “It shall be the duty of the Board to make an impartial investigation and study of applicants for commutations, pardons or paroles, and by a majority vote make its recommendations to the Governor of all deemed worthy of clemency. Provided, the Pardon and Parole Board shall have no authority to make recommendations regarding parole for convicts sentenced to death or sentenced to life imprisonment without parole.”
- *Eligibility*: Eligibility after service of sentence – or after five years of supervised parole whichever is shorter. Supervision may be terminated after three years – but then you have to wait until your parole runs out.

Margaret Colgate Love, Relief from the Collateral Consequences of a Criminal Conviction, October 2005

Persons convicted in other states and federal offenders ineligible. Misdemeanants may apply if they are not eligible for expungement, and if the applicant can demonstrate that the misdemeanor is prohibiting them from something like holding a state license. *See* Pardon and Parole Board, Policies and Procedures Manual (2000), Policy 004 (Eligibility Criteria) (available from Pardon and Parole Board).

- *Effect:* Pardon generally restores all legal rights lost as a result of conviction, except that firearms privileges are separately and specifically restored. A person convicted of a violent felony may not possess guns even with a pardon. *See* Okla. Stat. tit. § 1283(A), *amended by* 2005 Okla. Sess. Laws ch. 190. See also § 1283(B)(person convicted of a nonviolent felony who has received a “full and complete pardon” regains gun rights, including right to serve as peace officer, and to carry a concealed weapon). Ordinarily pardon does not serve as grounds for expungement, though non-violent first offenders who have been pardoned may seek expungement ten years after conviction. § 18(8) (see below). (See also juvenile expungement at § 18(5).) According to pardon instructions, it may or may not help with licensing decision depending on profession: “A pardon has little direct effect under Oklahoma law. However, it can be useful in helping you to present yourself as a responsible citizen. A pardon serves as recognition that you have adjusted well to society since completing your sentence.” Pardon Application Instructions, Oklahoma Pardon and Parole Board Website, <http://www.ppb.state.ok.us/> (accessed May 27, 2005).
- *Process:* Public hearing, majority vote, public record. Applicant must submit completed application form, and documents relating to conviction, including proof that fines and restitution paid; credit report, proof of employment and residence, etc.) Investigation conducted by parole officer of DOC – applicant advised to be candid, and to present himself as a “responsible and productive citizen.” (“Information you might consider negative will not necessarily hurt your application. It may serve to show how you were able to overcome a problem and actually improve your chances of receiving a Pardon.”) When an applicant lives in a different state, information is requested from authorities there about employment and living arrangements. Application with report from DOC then submitted to Board for consideration. Pardon and Parole Board, Policies and Procedures Manual, *supra*, Policy 004-10 (Pardon Consideration). .

The Board holds a public hearing in every case and may take official action only in open public meeting, pursuant to the Oklahoma Open Meeting Act. Okla. Stat. tit. 57, § 332.2(G). Unlike hearings in commutation cases, however, where the applicant, official witnesses, and victim are all entitled to appear and give testimony, hearings on Pardon Applications are held by "Jacket Review", meaning that the applicant is not ordinarily present. Okla. Admin. Code § 515:1-7-1(d)(1). The Board

Margaret Colgate Love, Relief from the Collateral Consequences of a Criminal Conviction, October 2005

may grant the applicant the opportunity to appear, but this is very rare and has happened only once in the last eight years. Pardon Application Instructions, *supra*. According to Board staff, the process generally takes about six months to complete.

Board meets once a month or at the call of the chairman. Board must provide prosecutors list of those to be considered 20 days before hearing and notify victims as well. Okla. Stat. tit. 57, § 332.2(C); Okla. Admin. Code § 515:1-5-2(d). In the rare case that a pardon applicant is permitted to appear, victims, members of public, officials, and applicants themselves may all speak at hearing, subject to strict time limitations. Okla. Admin. Code § 515:1-7-1(d).

Recommendations must be posted on Board's website. Okla. Admin. Code § 515:1-5-2(b). Board forwards favorable recommendations to Governor within 30 days, and Governor has 90 days to act. Okla. Stat. tit. 57, § 332.19. If he doesn't approve, it is deemed denied. *Id.*

- *Frequency of Grants:* For at least the past ten years the Oklahoma Governor has approved about 100 pardons every year (about 80% of those that apply) and many hundreds of commutations. Recently the Board has received eight to 15 applications for pardon per month. Source: Oklahoma Pardon and Parole Board.
- *Contact:* Cary Pirrong, General Counsel, Oklahoma Pardon and Parole Board, cary.pirrong@ppb.state.ok.us. 405-602-5863, ext. 228.

B. Judicial sealing or expungement of adult felony convictions:

- *Authority:* District court in jurisdiction where records are located. Okla. Stat tit. 22, § 19(A).
- *Eligibility:* First offender misdemeanors may be “expunged” 10 years after judgment. Okla. Stat. tit. 22, § 18(7). Non-violent first offender felony offenders who have received “a full pardon” may also petition to have the record “expunged” after 10 years. §§ 18(8), 19(A). Expungement means “sealing” of records. § 18.*
- *Effect:* If records sealed, it is as if conviction never took place, and person may not be required to disclose it by employers, state, and local government agencies, educational institutions, and an applicant for job or benefit may deny existence of conviction. Such an application may not be denied solely because of the applicant's refusal to disclose arrest and criminal records information that has been sealed. Okla. Stat. tit. 22, §

* Section 8 provides that “Records expunged pursuant to paragraph 9 of this section shall be sealed to the public but not to law enforcement agencies for law enforcement purposes.” Paragraph (9) of § 18(9) affords relief for victims of identity fraud. It is not clear what implications this provision has for records expunged pursuant to other paragraphs of § 18.

Margaret Colgate Love, Relief from the Collateral Consequences of a Criminal Conviction, October 2005

19(D). Any conviction that has been sealed may be ordered “obliterated or destroyed” after another 10 years. § 19(K).

- *Process*: The purpose of the expungement provisions is to aid those who are acquitted, exonerated, or who otherwise deserve a second chance at a clean record. Once an applicant seeking to expunge criminal records meets the presumption of harm, the State must show that the public interest in keeping the records does not harm privacy interests and serves the ends of justice. Okla. Stat. tit. 22, § 19 . *See Hoover v. State*, 29 P.3d 591 (Okla. Crim. App. 2001) (as amended).
- *Articles*: Stacy Morey & Dave Stockwell, *Expunging criminal records under Title 22, §§ 18, 19 and 991c*, 74 OKLA. B.J. 829 (2003); Edward D. Hasbrook, *Expungement: Second-chance statutes*, 66 OKLA. B.J. 2503 (1995).
- *Deferral of sentencing, probation leading to expungement*: Section 991c authorizes court to defer judgment for a period not to exceed five years in the case of first offenders (with consent of the DA), and to require defendant to meet a variety of community-based conditions. Okla. Stat. tit. 22, § 991c(A). Successful completion of conditions may lead to expungement. § 991c(C). *See also* Oklahoma Community Sentencing Act, Okla. Stat. tit. 22, § 988.1 (enacted in 1999). Section 988.1 gives sentencing court a wide menu of sentencing options for eligible offenders (eligibility determined pursuant to a risk-based index). Section 988.19 requires court to give first consideration to deferring prison sentence pursuant to § 991(c).

C. Administrative certificate: N/A

III. **Nondiscrimination in Licensing and Employment:**

No public or private employer may ask about or consider a sealed conviction. An applicant for employment need not, in answer to any question concerning arrest and criminal records, provide information that has been sealed, “and may state that no such action has ever occurred.” Such an application “may not be denied solely because of the applicant's refusal to disclose arrest and criminal records information that has been sealed.” Okla. Stat. tit. 22, § 19(F).

INSTRUCTIONS FOR OKLAHOMA VOTER REGISTRATION APPLICATION

IMPORTANT INFORMATION — PLEASE READ CAREFULLY

- Voter registration closes 24 days before an election. If you apply when registration is closed, your application will be processed when registration opens after the election.
- If you mail this application, it must be postmarked more than 24 days before the election in which you wish to vote.
- You may not vote until you receive a Voter Card from the County Election Board.
- If you do not receive a Voter Card within 30 days, contact your local County Election Board.
- If you have questions, call your local County Election Board or call 405-521-2391.

INSTRUCTIONS FOR COMPLETING VOTER REGISTRATION APPLICATION

SECTION 2 — POLITICAL AFFILIATION

- If you register in a political party recognized in Oklahoma you may vote for that party's candidates in primary elections.
- If you register No Party (Independent) you MAY NOT vote for party candidates in primary elections without party permission.
- If you register in a political organization recognized in Oklahoma you CANNOT vote for party candidates in primary elections.
- If you choose a political party or organization not recognized in Oklahoma, you will be registered as an Independent.
- You MAY NOT change your political affiliation between June 1 and August 31 in even-numbered years.

SECTION 6 — STREET ADDRESS OR DIRECTIONS TO YOUR HOME

- You must register to vote at your address of residence. If you have a street address or 911 address, this is your address of residence.
- A rural route or a post office box is NOT an address of residence.

SECTION 9 — HAVE YOU BEEN REGISTERED BEFORE?

- If you have been registered before, enter information on where you were last registered. If you have never been registered before, leave this space blank.
- Enter your former name if it has changed since you last registered.
- Enter your former political affiliation if you are changing your political affiliation.

SECTION 10 — OATH

- Read the oath carefully. Sign and date it in ink. If you cannot sign your name, make your mark and give the name of the person who helped you.
- Who Can Register - You can register to vote if you are a citizen of the United States, a resident of the State of Oklahoma, and 18 years old or older.
- Felons Not Eligible - A convicted felon may not register for a period equal to the time of the original sentence.
- Persons Judged Incapacitated - Persons judged incapacitated by a court may not register to vote.

OKLAHOMA VOTER REGISTRATION APPLICATION

You may use this form if you are:

- A citizen of the United States.
- A resident of Oklahoma.
- 18 years old or older.

You may use this form to:

- Register to vote for the first time in Oklahoma.
- Change your address for voter registration within Oklahoma.
- Change your name.
- Change your political affiliation.

If you register by mail, include a copy of your identification with this application. Make a copy of one of these forms of identification:

- A current driver's license or other photo identification.
- A utility bill, bank statement, government check, paycheck, or government document that shows your name and address.

If you do not include identification with this application, you will be asked for identification the first time you vote.

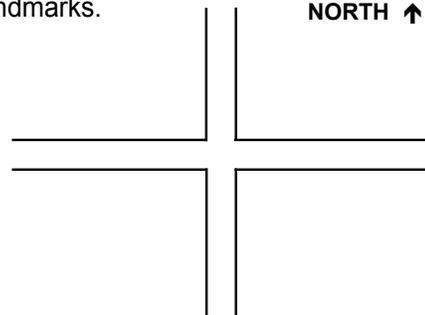


WARNING: All answers on this application must be true. It is a felony to give false information on this form. You can be prosecuted if you do. If you are convicted, you can be imprisoned for not more than two years, or fined not more than \$5,000.00, or both.

USE BLUE OR BLACK INK

After you complete this application, enclose a copy of your identification if needed. Fold it and place it in an envelope. Mail it to:
OKLAHOMA STATE ELECTION BOARD
P.O. BOX 528800
OKLAHOMA CITY, OK 73152-8800

If you do not have a street address, you may write directions to your home or provide the legal description (section, township, and range) of your home. You may also use the map to show where you live. If you use the map write the names of the roads nearest where you live. Draw an X to show your home. Show schools, churches, or other nearby landmarks.



You must answer these questions:

Are you a citizen of the United States of America?

- Yes No

Will you be 18 years of age on or before election day?

- Yes No

If you check "no" in response to either of these questions, do not complete this form.

Fold →

1. Last Name (Print)		First Name (Print)		Middle Name (Print)		Suffix (Jr., Sr., etc.)		OFFICE USE ONLY Voter ID Number			
2. Political Affiliation (See Instructions)		3. Birth Date		4. Oklahoma Driver's License Number (Required)		5. Last Four Numbers of Social Security Number (Required if no driver's license)				Precinct No.	
<input type="checkbox"/> Democratic Party <input type="checkbox"/> No Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other _____		Month Day Year									
6. Street address or directions to your home (Not a Rural Route or P. O. Box - See Instructions)								Activation Date			
7. Mailing Address				City		State		Zip Code			
				8. County of Residence							
9. Have you been registered before? (See Instructions)				10. Oath (See Instructions)							
<input type="checkbox"/> YES If you marked yes, give as much information about your former registration as you can. <input type="checkbox"/> NO				I swear or affirm that: <ul style="list-style-type: none"> I am a citizen of the United States and a resident of the State of Oklahoma. I am 18 years old or older. Or I will be 18 on or before the date of the next election. I have not been convicted of a felony. If I have been convicted of a felony, a period of time equal to the original sentence has expired, or I have been pardoned. I am not now under judgment as an incapacitated person. I am not under judgment as a partially incapacitated person prohibited from registering to vote. The information I have given is true, and I reside at the address given. 							
Former Name		Former Political Affiliation		<input checked="" type="checkbox"/> Signature or Mark of Applicant _____ Application Date _____							
Former Address											
City		County								State	
If someone helped you fill out this application, give name and address.											

Immediate Short Term Housing

Homeless Shelters

Homeless shelters are temporary residences for homeless people. Some shelters limit their clientele by gender or age or are need specific in that they tailor their shelter to one specific problem their homeless clients have; for example, substance abuse or mental health issues. Most homeless shelters expect clients to stay elsewhere during the day, returning only to sleep, or if the shelter also provides meals, to eat. Some homeless shelters, however, are open 24 hours a day. Homeless shelters sometimes also provide other services, such as a soup kitchen, job seeking skills training, job training, job placement, support groups, and/or substance (i.e., drugs and/or alcohol) abuse treatment. If they do not offer any of these services, they can usually refer their clients to agencies that do if so desired.

If you choose to reside at a shelter upon release, **IT IS RECOMMENDED THAT YOU CONTACT THE SHELTER OF YOUR CHOICE BEFORE-HAND TO ENSURE THE ACCURACY OF THE SHELTER INFORMATION AND TO CHECK FOR AVAILABLE SPACE.**

(The following list is alphabetically listed by city then by closest proximity to city center within 30 miles. For this reason, some shelters may be listed multiple times.)

BROKEN ARROW

Youth Services (918) 582-0061
13.75 miles from city center Broken Arrow
311 South Madison
Tulsa, OK 74120

The Salvation Army - Emergency Shelter
(918) 582-7201
14.51 miles from city center Broken Arrow
102 N. Denver Avenue
Tulsa, OK 74103

Day Center for the Homeless (918) 583-5588
14.55 miles from city center Broken Arrow
415 W. Archer Street
Tulsa, OK 74103

John 3:16 Mission (918) 587-1186
14.73 miles from city center Broken Arrow
506 N. Cheyenne Ave
Tulsa, OK 74103

Tulsa County Emergency Shelter (918) 596-5591
15.40 miles from city center Broken Arrow
2401 Charles Page Blvd.
Tulsa, OK 74127

CATOOSA

Youth Services (918) 582-0061
12.40 miles from city center Catoosa
311 South Madison
Tulsa, OK 74120

The Salvation Army - Emergency Shelter
(918) 582-7201
13.35 miles from city center Catoosa
102 N. Denver Avenue
Tulsa, OK 74103

John 3:16 Mission (918) 587-1186
13.37 miles from city center Catoosa
506 N. Cheyenne Ave
Tulsa, OK 74103

Day Center for the Homeless (918) 583-5588
13.43 miles from city center Catoosa
415 W. Archer Street
Tulsa, OK 74103

Tulsa County Emergency Shelter (918) 596-5591
14.64 miles from city center Catoosa
2401 Charles Page Blvd.
Tulsa, OK 74127

CHANDLER

Family Promise of Shawnee (405) 273-0161
24.71 miles from city center Chandler
39604 W. Independence, P.O. Box 3044
Shawnee, OK 74802

Family Promise of Shawnee, Inc. (405) 273-0161
25.99 miles from city center Chandler
P.O. Box 3044
Shawnee, OK 74802

Transitional Housing

Transitional housing programs assist people who are ready to move beyond the shelter to a more independent living situation. Transitional programs allow individuals and families to further develop the stability, confidence, and coping skills needed to sustain permanent housing. Some transitional program participants live in apartment-style quarters, while others may be in group settings where several families or individuals share a household. When you are ready to move to Transitional Housing, the staff at your shelter should be able to provide you with a referral to the nearest agency which provides Transitional Housing.

Following is a list of Oklahoma Homeless Shelters. While this handbook strives to provide the most current and up-to-date information, please understand that periodic changes occur.

CLAREMORE

Youth Services (918) 582-0061
23.18 miles from city center Claremore
311 South Madison
Tulsa, OK 74120

John 3:16 Mission (918) 587-1186
23.96 miles from city center Claremore
506 N. Cheyenne Ave
Tulsa, OK 74103

The Salvation Army - Emergency Shelter
(918) 582-7201
24.04 miles from city center Claremore
102 N. Denver Avenue
Tulsa, OK 74103

Day Center for the Homeless (918) 583-5588
24.12 miles from city center Claremore
415 W. Archer Street
Tulsa, OK 74103

DEL CITY

City Rescue Mission (405) 232-2709
5.02 miles from city center Del City
800 W. California Ave
Oklahoma City, OK 73106

Hope Center (405) 348-1340
14.87 miles from city center Del City
7 N. Broadway
Edmond, OK 73034

DURANT

Grayson County Homeless Shelter
(903) 465-6041
18.79 miles from city center Durant
331 W. Morton
Denison, TX 75020

EDMOND

Hope Center (405) 348-1340
7 N. Broadway
Edmond, OK 73034

City Rescue Mission (405) 232-2709
13.69 miles from city center Edmond
800 W. California Ave
Oklahoma City, OK 73106

ENID

Hope Outreach Homeless Shelter (580) 237-4800
815 W. Maine
Enid, OK 73701

GLENPOOL

Tulsa County Emergency Shelter (918) 596-5591
14.02 miles from city center Glenpool
2401 Charles Page Blvd.
Tulsa, OK 74127

Day Center for the Homeless (918) 583-5588
14.25 miles from city center Glenpool
415 W. Archer Street
Tulsa, OK 74103

The Salvation Army - Emergency Shelter
(918) 582-7201
14.28 miles from city center Glenpool
102 N. Denver Avenue
Tulsa, OK 74103

Youth Services (918) 582-0061
14.36 miles from city center Glenpool
311 South Madison
Tulsa, OK 74120

John 3:16 Mission (918) 587-1186
14.58 miles from city center Glenpool
506 N. Cheyenne Ave
Tulsa, OK 74103

GUTHRIE

Hope Center (405) 348-1340
14.11 miles from city center Guthrie
7 N. Broadway
Edmond, OK 73034

City Rescue Mission (405) 232-2709
27.49 miles from city center Guthrie
800 W. California Ave
Oklahoma City, OK 73106

LAWTON

C. Carter Crane Shelter for the Homeless
(405) 357-5259
615 Summitt
Lawton, OK

Carter Crane Emergency Homeless Shelter
(580) 353-6592
1203 SW Texas Ave
Lawton, OK 73501

LOCUST GROVE

Hope House of Cherokee (918) 456-4673
21.30 miles from city center Locust Grove
1619 N. Vinita
Tahlequah, OK 74465

McALESTER

Hope House of McAlester Inc. (918) 423-4673
0.84 miles from city center McAlester
1210 E. Cherokee
McAlester, OK 74501

MIAMI

Lafayette House (417) 782-1772
23.46 miles from city center Miami
1809 Connor
Joplin, MO 64804

Souls Harbor (417) 623-4358
24.25 miles from city center Miami
915 S Main St.
Joplin, MO 64802

Salvation Army Shelter for Families
(417) 624-4528
24.41 miles from city center Miami
320 E 8th St.
Joplin, MO 64801

City of Refuge (417) 623-4673
25.88 miles from city center Miami
3109 N. Upland Rd.
Joplin, MO 64801

MIDWEST CITY

City Rescue Mission (405) 232-2709
7.97 miles from city center Midwest City
800 W. California Ave
Oklahoma City, OK 73106

Hope Center (405) 348-1340
14.42 miles from city center Midwest City
7 N. Broadway
Edmond, OK 73034

MOORE

City Rescue Mission (405) 232-2709
9.00 miles from city center Moore
800 W. California Ave
Oklahoma City, OK 73106

Hope Center (405) 348-1340
21.88 miles from city center Moore
7 N. Broadway
Edmond, OK 73034

MUSKOGEE

Hope House of Cherokee (918) 456-4673
25.62 miles from city center Muskogee
1619 N. Vinita
Tahlequah, OK 74465

NORMAN

City Rescue Mission (405) 232-2709
17.90 miles from city center Norman
800 W. California Ave
Oklahoma City, OK 73106

OKLAHOMA CITY

City Rescue Mission (405) 232-2709
800 W. California Ave
Oklahoma City, OK 73106

Hope Center (405) 348-1340
12.34 miles from city center Oklahoma City
7 N. Broadway
Edmond, OK 73034

OWASSO

Youth Services (918) 582-0061
12.50 miles from city center Owasso
311 South Madison
Tulsa, OK 74120

John 3:16 Mission (918) 587-1186
13.01 miles from city center Owasso
506 N. Cheyenne Ave
Tulsa, OK 74103

The Salvation Army - Emergency Shelter
(918) 582-7201
13.18 miles from city center Owasso
102 N. Denver Avenue
Tulsa, OK 74103

Day Center for the Homeless (918) 583-5588
13.26 miles from city center Owasso
415 W. Archer Street
Tulsa, OK 74103

Tulsa County Emergency Shelter (918) 596-5591
14.30 miles from city center Owasso
2401 Charles Page Blvd.
Tulsa, OK 74127

POTEAU

Fort Smith Children's Emergency Shelter
(501) 783-0018
23.71 miles from city center Poteau
3015 South 14th Street
Fort Smith, AR 72901

Crisis Center for Women (501) 782-1821
25.26 miles from city center Poteau
401 Lexington Avenue
Fort Smith, AR 72901

Harbor House, Inc. (501) 785-4083
25.74 miles from city center Poteau
615 North 19th Street
Fort Smith, AR 72914

The Salvation Army (501) 783-6145
25.77 miles from city center Poteau
504 North D Street
Fort Smith, AR 72901

Gateway House I, Inc. (501) 783-8849
27.80 miles from city center Poteau
3900 North Armour Avenue
Fort Smith, AR 72904

PRYOR

Hope House of Cherokee (918) 456-4673
31.47 miles from city center Pryor
1619 N. Vinita
Tahlequah, OK 74465

ROLAND

The Salvation Army (501) 783-6145
5.55 miles from city center Roland
504 North D Street
Fort Smith, AR 72901

Crisis Center for Women (501) 782-1821
6.15 miles from city center Roland
401 Lexington Avenue
Fort Smith, AR 72901

Harbor House, Inc. (501) 785-4083
6.47 miles from city center Roland
615 North 19th Street
Fort Smith, AR 72914

Fort Smith Children's Emergency Shelter
(501) 783-0018
7.01 miles from city center Roland
3015 South 14th Street
Fort Smith, AR 72901

Gateway House I, Inc. (501) 783-8849
7.08 miles from city center Roland
3900 North Armour Avenue
Fort Smith, AR 72904

SALLISAW

The Salvation Army (501) 783-6145
21.41 miles from city center Sallisaw
504 North D Street
Fort Smith, AR 72901

Crisis Center for Women (501) 782-1821
21.89 miles from city center Sallisaw
401 Lexington Avenue
Fort Smith, AR 72901

Fort Smith Children's Emergency Shelter
(501) 783-0018
22.26 miles from city center Sallisaw
3015 South 14th Street
Fort Smith, AR 72901

Harbor House, Inc. (501) 785-4083
22.29 miles from city center Sallisaw
615 North 19th Street
Fort Smith, AR 72914

SAND SPRINGS

Tulsa County Emergency Shelter (918) 596-5591
5.74 miles from city center Sand Springs
2401 Charles Page Blvd.
Tulsa, OK 74127

Day Center for the Homeless (918) 583-5588
6.95 miles from city center Sand Springs
415 W. Archer Street
Tulsa, OK 74103

The Salvation Army - Emergency Shelter
(918) 582-7201
7.02 miles from city center Sand Springs
102 N. Denver Avenue
Tulsa, OK 74103

John 3:16 Mission (918) 587-1186
7.03 miles from city center Sand Springs
506 N. Cheyenne Ave
Tulsa, OK 74103

Youth Services (918) 582-0061
7.98 miles from city center Sand Springs
311 South Madison
Tulsa, OK 74120

SAPULPA

Tulsa County Emergency Shelter (918) 596-5591
11.31 miles from city center Sapulpa
2401 Charles Page Blvd.
Tulsa, OK 74127

Day Center for the Homeless (918) 583-5588
12.09 miles from city center Sapulpa
415 W. Archer Street
Tulsa, OK 74103

The Salvation Army - Emergency Shelter
(918) 582-7201
12.15 miles from city center Sapulpa
102 N. Denver Avenue
Tulsa, OK 74103

John 3:16 Mission (918) 587-1186
12.39 miles from city center Sapulpa
506 N. Cheyenne Ave
Tulsa, OK 74103

Youth Services (918) 582-0061
12.68 miles from city center Sapulpa
311 South Madison
Tulsa, OK 74120

SAVANNA

Hope House of McAlester Inc. (918) 423-4673
8.40 miles from city center Savanna
1210 E. Cherokee
McAlester, OK 74501

SHAWNEE

Family Promise of Shawnee (405) 273-0161
39604 W. Independence, P.O. Box 3044
Shawnee, OK 74802

STILWELL

Hope House of Cherokee (918) 456-4673
21.07 miles from city center Stilwell
1619 N. Vinita
Tahlequah, OK 74465

TAHLEQUAH

Hope House of Cherokee (918) 456-4673
1619 N. Vinita
Tahlequah, OK 74465

TULSA

Youth Services (918) 582-0061
311 South Madison
Tulsa, OK 74120

The Salvation Army - Emergency Shelter
(918) 582-7201
102 N. Denver Avenue
Tulsa, OK 74103

Day Center for the Homeless (918) 583-5588
415 W. Archer Street
Tulsa, OK 74103

John 3:16 Mission (918) 587-1186
506 N. Cheyenne Ave
Tulsa, OK 74103

Tulsa County Emergency Shelter (918) 596-5591
2401 Charles Page Blvd.
Tulsa, OK 74127

WOODWARD

High Plains Outreach Center, Inc. (580) 254-5162
1220 7th Street
Woodward, OK 73801

YUKON

City Rescue Mission (405) 232-2709
12.82 miles from city center Yukon
800 W. California Ave
Oklahoma City, OK 73106

Hope Center (405) 348-1340
18.41 miles from city center Yukon
7 N. Broadway
Edmond, OK 73034

Long Term Housing (Independent Residence)

If you are ready for independent living apart from the shelters and transitional housing, you may choose to obtain your own independent housing in the form of an apartment, rental house, or mortgage. However, many individuals, the general public and ex-offenders alike, have difficulty securing and maintaining independent residences because their monthly income is not enough to handle all the expenses associated with independent living. Below is a list of Oklahoma housing authorities which may be able to assist you in the form of housing programs and information. These agencies will have very specific guidelines and regulations regarding who will be able to receive funding, most of which are HUD (Housing and Urban Development, a federal agency) regulated. Often times, certain previous felony convictions are barriers to being eligible for assistance. You will need to check with the agency to see if you meet specific eligibility requirements. The Oklahoma Housing Finance Agency provides a comprehensive resource guide for affordable housing in Oklahoma. You can view this resource guide at: <http://ohfa.org/OHFA/new/About/Affordable%20Housing%20Handbook.pdf>.

Afton Housing Authority
<http://www.aftonhousingauthority.com/>

HA of the Apache Tribe of Oklahoma
<http://www.apachehousing.org/>

Cheyenne Housing Authority
<http://www.cheyennehousingauthority.com/>

Commerce Housing Authority
<http://www.commercehousingauthority.com/>

Oklahoma City Housing Authority
<http://www.ochanet.org/>

Seminole Housing Authority
(405) 382-3078

Housing Authority of the City of Shawnee
<http://www.ashousingauthority.com/>

Stillwater Housing Authority
http://pages.sbcglobal.net/stillwater_ha

Tulsa Housing Authority
<http://www.tulsahousing.org/>

*Don't be surprised if you contact any one of the majority of the above-listed agencies and are referred to the Oklahoma Housing Finance Agency in Oklahoma City, as they have state-wide jurisdiction with the exception of within the city limits of a few cities. For your convenience Oklahoma Housing Finance Agency can be contact at the following:

OK Housing Finance Agency - 100 NW 63rd - Suite 200 - Oklahoma City, OK 73116 / (405) 848-1144 - Toll-free (800) 256-1489 - <http://www.ohfa.org>

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2-1-1 Community Referral Service

What is 2-1-1?

2-1-1 is an easy to remember telephone number that connects people with important community services and volunteer opportunities. While services that are offered through 2-1-1 vary from community to community, 2-1-1 provides callers with information about, and referrals to, human service organizations for every day needs and in times of crisis.

Utilities

Another barrier to independent living is the cost of utilities in your unit. Although few, some units include all utilities in the rent and are generally advertised as “All Bills Paid”. However, for those that do not, there are three major utilities you may need to check into; electricity, water (trash and sewage are usually included), and natural gas (or propane).

You can expect all utility companies to require a deposit before turning on your service. Sometimes, the companies will work with you by allowing you to pay out the deposit monthly with your regular usage bill. Also, if you have had service with that company in the past and left an unpaid bill, they will generally not turn on service until the old bill is paid and a new deposit is also paid. If you have any of these concerns, you may seriously want to consider something that is ALL BILLS PAID realizing that the basic rental amount is probably higher than what you would pay for a similar rental where you pay all the bills.

There are several companies that provide electricity to Oklahoma residents and there are several natural gas companies as well. Knowing which utility company services your area can be as simple as contacting anyone in the utility department of the city or town for the town/city that you will be residing and asking which company you need to contact.

If you should be able to secure your own residence and find that you are temporarily experiencing difficulty in paying your utilities, there are organizations that may be able to help you. Many Salvation Army agencies have utility assistance programs, as well as many Community Action Agencies, and local churches. You will need to research the resources in your area.

Clothing

Many churches that operate food pantries also have limited clothing. Many Salvation Armies and Good Wills also have thrift stores that carry used clothing. Generally these items must be purchased, but at a greatly reduced price, just as the local thrift stores throughout the state. If you have a community action agency in your area, you may contact them for a referral to the nearest location that will be able to help you obtain necessary clothing.

Another valuable resource would be the United Way. Since many non-profit agencies are funded or partially funded by the United Way, they would be able to provide you with contact information regarding places in your area who are able to supply you with free or low-cost clothing.

Food

Assistance in obtaining food may be possible for you upon release through your local Department of Human Services agency. There are county offices in each county, and some counties have more than one office (for example, Oklahoma County, and Tulsa County). For the office location and information in your county, you may visit the state DHS website at: www.okdhs.org

The [Supplemental Nutrition Assistance Program \(SNAP\)](#) is a federal program and serves as the first line of defense against hunger. It enables low-income families to buy nutritious food with Electronic Benefits Transfer (EBT) cards (“families” does not mean that your household must consist of a mother and/or father and children. A “household” can be one adult individual). SNAP recipients spend their benefits to buy eligible food in authorized retail food stores. ([requirements & eligibility are as of June 1, 2010 and subject to periodic review and change](#))

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Supplemental Nutrition Assistance Program (SNAP) Requirements

Eligibility requirements for the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program include:

- Must be a United States citizen or legal alien
- Must meet designated work requirements; suspended 4/09 to 10/10
- Must meet income standard(s)
- Must meet resource limit(s): \$3,000 for households with a member who is disabled or 60 years of age or older, or \$2,000 for all other households

SNAP ELIGIBILITY

FAMILY SIZE

130% Poverty Level

(excluding elderly or disabled)	1	2	3	4	5	6	7	8
Maximum monthly earned income	\$1174	\$1579	\$1984	\$2389	\$2794	\$3200	\$3605	\$4010*
Maximum monthly net income	\$903	\$1215	\$1526	\$1838	\$2150	\$2461	\$2773	\$3085**
Maximum monthly coupon allotment	\$200	\$367	\$526	\$668	\$793	\$952	\$1052	\$1202***

* For each additional household member over 8, add \$406

** For each additional household member over 8, add \$312

*** For each additional household member over 8, add \$150

SOME BASIC INFORMATION ABOUT INCOME ELIGIBILITY FOR SNAP

In general terms, your monthly net household income must be below \$867 in a household of one person, \$1,167 with two, \$1,467 with three, \$1,767 with four, \$2,067 with five, \$2,367 with six, \$2,667 with seven and \$2,967 for eight. In addition, your current bank balance and other resources must total less than \$2,000 (\$3,000 if a person 60 or over is living with you).

SOME BASIC INFORMATION ABOUT APPLYING FOR SNAP

When applying, you'll need to make sure you have the following for all household members:

- social security numbers
- earned and unearned income
- resource information such as bank accounts and vehicles
- bill amounts such as utility and mortgage/rent
- medical expenses
- child support expenses

APPLICATION ASSISTANCE

If you need help filling out the application, you can set up an interview at your local County Human Services Office. They can take you through the process of application and determining eligibility but you'll need to bring items such as identification, all pay stubs, rental agreement/mortgage statement, utility bills, canceled checks for other expenses and any other relevant financial documents.

Please visit <http://www.okdhs.org/okdhslocal/> for a complete listing of DHS offices in your area, or call the Oklahoma Department of Human Services at (866) 411-1877.

(Requirements & eligibility are as of June 1, 2010 and subject to periodic review and change)



Date: _____
Case name: _____
Case number: _____
County number: _____
Supervisor/worker number: __ / __

Request for Benefits

For use with Forms 08MP002E and 08MP003E

What you need to do to get started:

Read the following descriptions and check all of the programs for which you would like to apply. Fill out this form or have someone else fill it out for you.

Program	Description	Apply?
Supplemental Nutrition Assistance Program (SNAP)	Helps buy food. Formerly known as the Food Stamp Program.	<input type="checkbox"/>
Child Care Subsidy	Helps pay for care for your child so you can work, go to school, or attend training	<input type="checkbox"/>
Health care coverage - SoonerCare (Medicaid)	Helps pay for medical costs for pregnant women, families with children, and people who are elderly or disabled	<input type="checkbox"/>
	Helps pay for nursing care in your home or in a nursing home	<input type="checkbox"/>
	Helps pay Medicare Part A and B premiums	<input type="checkbox"/>
	State Supplemental Payment (SSP) - gives a small cash payment to low-income people who are blind, 65 years of age or older, or receive Supplemental Security Income (SSI) or Social Security disability	<input type="checkbox"/>
	Family Planning Services - helps pay for birth control and family planning services	<input type="checkbox"/>
Temporary Assistance for Needy Families (TANF)	Helps low income families with children by providing temporary cash and services	<input type="checkbox"/>
Diversion Assistance	Helps pay for services for low-income families with children to retain or obtain employment. This is a short-term program instead of TANF.	<input type="checkbox"/>

What to do when you complete the form:

- Sign this form and take, mail, or fax it to the local OKDHS office.
- After you give us this form, we will set up your interview. During your interview, we will help you complete the rest of the application. We will also tell you which benefits you can receive.

What you will need to bring to your interview:

- proof of identity, such as driver license or school identification;
- Social Security number or card for everyone who wants benefits;
- proof of citizenship for everyone who wants benefits;
- proof of legal status for anyone who is not a U.S. citizen and wants benefits;
- proof of income for everyone living with you, such as pay stubs or award letters;
- proof of all resources, such as bank accounts, car titles, or land; and
- proof of your need for child care, such as your work or school schedule, and the name of the place you want to use to care for your child.

You may be asked to give more information after your interview. You have the right to refuse to give any or all information. However, if you don't give us the information we need, we may not be able to help you.

When you ask for help from OKDHS, you have a right to:

- receive equal treatment regardless of race, color, age, sex, disability, religion, political belief, or national origin; and
- ask for a fair hearing, either orally or in writing, if you disagree with any action taken on your case. Any person you choose may represent you at the hearing.

Tell us about everyone who lives in the home starting with the adult head of household. This person will be the payee. You must check yes or no in the U.S. citizen block and fill in the Social Security number for each person who wants benefits. If there are more than six persons in your household, attach another sheet of paper showing their information.

Person 1. Name of adult head of household		Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth	
Name at birth, if different from above		State of birth	County of birth	
Mother's maiden name as listed on this person's birth certificate - First, M.I., Last				
U.S. citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Alien registration number		Social Security number	
Marital status	Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>		Relationship to payee self	
Race - check all that apply White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American Indian or Alaskan native <input type="checkbox"/>				
Mailing address, street or P.O. Box		City	State	Zip
Street address or directions to your home, if different than mailing address				
Phone number where you can be reached			E-mail address	

Person 2. Name		Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth
Name at birth, if different from above		State of birth	County of birth
Mother's maiden name as listed on this person's birth certificate - First, M.I., Last			
U.S. citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Alien registration number	Social Security number	Marital status
Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to payee	Relationship to spouse of payee	
Race - check all that apply White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American Indian or Alaskan native <input type="checkbox"/>			
Person 3. Name		Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth
Name at birth, if different from above		State of birth	County of birth
Mother's maiden name as listed on this person's birth certificate - First, M.I., Last			
U.S. citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Alien registration number	Social Security number	Marital status
Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to payee	Relationship to spouse of payee	
Race - check all that apply White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American Indian or Alaskan native <input type="checkbox"/>			
Person 4. Name		Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth
Name at birth, if different from above		State of birth	County of birth
Mother's maiden name as listed on this person's birth certificate - First, M.I., Last			
U.S. citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Alien registration number	Social Security number	Marital status
Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to payee	Relationship to spouse of payee	
Race - check all that apply White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American Indian or Alaskan native <input type="checkbox"/>			

Person 5. Name		Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth
Name at birth, if different from above		State of birth	County of birth
Mother's maiden name as listed on this person's birth certificate - First, M.I., Last			
U.S. citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Alien registration number	Social Security number	Marital status
Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to payee	Relationship to spouse of payee	
Race - check all that apply White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American Indian or Alaskan native <input type="checkbox"/>			

Person 6. Name		Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth
Name at birth, if different from above		State of birth	County of birth
U.S. citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Alien registration number	Social Security number	Marital status
Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to payee	Relationship to spouse of payee	
Race - check all that apply White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American Indian or Alaskan native <input type="checkbox"/>			

Households entitled to a decision regarding their food benefit application within seven calendar days:

- households with less than \$150 gross monthly income and liquid resources less than \$100;
- households with monthly rent or mortgage and/or utilities which cost more than the combined monthly gross income and liquid resources; and
- destitute migrant or seasonal farm worker households with liquid resources less than \$100.

Please answer these questions to see if you can get food benefits within seven calendar days.

1. How much money did you get or will you get this month (total amount)? \$ _____
2. How much cash do you have? \$ _____
3. How much money do you have in bank accounts? \$ _____
4. How much do you pay for your rent or mortgage? \$ _____
5. Do you pay the heating or cooling bill where you live? Yes No
6. Are you a seasonal or migrant farm worker? Yes No

If you need child care:

Once you have completed the application and interview, the earliest date you can get help with child care is the date you bring all needed information to your OKDHS office.

Read this information and then sign below:

I give OKDHS permission to check the information I gave on this form to make sure it is true.

I understand that the names and Social Security numbers I gave will be used to obtain information from other state and federal agencies.

I give OKDHS permission to share information with other agencies.

Your signature

Today's date

Please give this form to the receptionist or fax or mail it to your local OKDHS office.

OKDHS use only:

Date form was received: _____ Date screened: _____

Screened by: _____

Is the household eligible for expedited food benefits? Yes No

Interview date: _____ Interviewed by: _____

OKDHS routing information: The original is filed in the case record. Upon request, a copy is given to the client.

Medical Needs

If you are released with a medical condition that requires treatment and/or medications, but you do not have the medical insurance to assist with the payment, a little research and diligence on your part could make these services accessible to you. Other than pregnancy or child related issues, county health departments do not provide general medical treatment to adults. However, most urban areas have "free clinics" available to those who are uninsured or underinsured, but you may have difficulty locating such services in the rural communities. One invaluable resource for locating "free clinics", and other community services in your area is 2-1-1. (Please refer to page 11.)

Prescription Drug Savings Programs

Did you know that qualifying low-income Oklahomans receive free or deeply discounted prescription drugs? They are provided through participating pharmaceutical manufacturers to qualifying low-income individuals. The Oklahoma Pharmacy Connection Council, created by the Legislature in 2002, wants all Oklahomans to know about these programs.

To obtain these free or discounted prescriptions, the individual must complete an application on a form provided by the manufacturer of the drug. One section is for the patient to complete and the other for the prescriber. The doctor submits the application and the prescription to the manufacturer. When approved, the manufacturer sends the free drug to the doctor who then gives it to the patient.

To obtain information and an application, you need to know the name of the drug. (Your physician or pharmacist can provide this information.) Enter the product name at <http://www.needymeds.com> or <http://www.phrma.org>. If you do not have Internet access, you can obtain by mail a directory of manufacturers that have programs by calling 1-800-762-4636. You can obtain the name of the manufacturer of your drug from the Physician's Desk Reference, available at any library or bookstore.

FREEDRUGCARD.US (Internet Access Required to print prescription cards.)

This FREE DRUG CARD program is being sponsored by a non-profit organization to help all Americans cut their prescription drug costs. As a resident of Oklahoma, you and your family have access to a FREE Prescription Drug Card program. Simply download your Prescription Drug Card and receive savings of up to 75% at more than 50,000 national and regional pharmacies. You may create as many cards as you need. Participating pharmacies include the following: **Walgreens, Kmart, Drug Warehouse, CVS Pharmacy** as well as thousands of independent pharmacies.

Please visit <http://www.freedrugcard.us> and enter your name and e-mail address in each box and **TWO** printable membership cards will be generated for you. These cards are pre-activated and can be used immediately.

These Prescription Cards are not Insurance!

FamilyWize Prescription Drug Discount Card

IT'S FREE: This is a free resource from the FamilyWize community service partnership. Use this FamilyWize card to start saving money on your prescription drugs today.

IT'S EASY: Simply present your card and prescription to a participating pharmacy to obtain the discounted price. You always receive the lower of the discounted price or pharmacy's retail price.

HOW MUCH YOU SAVE: This card can save you and your family an average of 30% on 8 out of 10 prescriptions. Go to <http://www.familywize.com/> to see the discounted price of medications using this card.

NO RESTRICTIONS: Use your card as often as you need, for any prescription, for everyone in your family. There is no income limit, age requirement, eligibility or registration required.

\$100 MILLION IN SAVINGS: The goal of this community partnership is to reduce the cost of medicine for children, families and individuals with no prescription drug coverage by \$100 million in five years. The cards are being distributed free of charge nationwide by participating United Way agencies, community and faith-based organizations, county agencies, doctors, businesses, some pharmacies, and individuals like you. The discounts and savings are provided voluntarily by the more than 53,000 participating pharmacies that have agreed to accept this card. Please remember to thank them for their participation and the difference they are making for you, your family and for your community when you fill your prescription.

HOW YOU CAN HELP: Did you know that more than one out of every five people in the United States has no prescription drug coverage? Please email your friends, family members, co-workers, and members of groups you know, and print cards for the people you know that do not have Internet access. Together, we can make a difference, A \$100 MILLION DIFFERENCE.

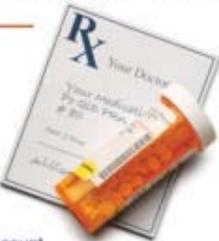
THIS IS NOT HEALTH INSURANCE: Discounts are available only at participating pharmacies. A list of participating pharmacies can be found at <http://www.familywize.com/>.

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Clip the card and save!

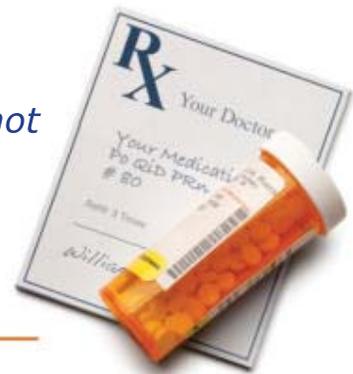


<p>NeedyMeds Drug Discount Card</p> <hr/> <p>BIN: 600428 RX PCN: 05080000 RX GRP: 05360001 ID: NM0903150000</p>  <p>This is a drug discount program, not an insurance plan.</p>	<p>NeedyMeds Drug Discount Card</p> <hr/> <p>www.needymeds.org</p> <p>Patient: Simply present this card to a participating pharmacy to receive a discount on your prescription. This card is not valid for Medicaid or Medicare patients, including Medicare Part D or other state or federal programs.</p> <p>Pharmacist: Card must be presented to receive program benefits. Clear system of prior cardholder information associated with this universal cardholder ID. For processing questions, call Argus Health Systems at 1- 866 - 921-7284.</p> 
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No activation or enrollment is required. Simply present the card to your pharmacist to receive a discount on your prescription.

You may share your card with friends and family. Be sure to tell them about the other savings found on the website, www.needymeds.org

The NeedyMeds Drug Discount Card is not valid for Medicaid or Medicare patients (including Part D) or other state or federal programs.



FREE! TAKE ONE!

SAVE UP TO 30% OR MORE!

¡LLEVE GRATIS!

Ahorros Inmediatos Para Medicamentos



FREE PRESCRIPTION DISCOUNT CARD

familywize[®]
www.FAMILYWIZE.org

FOR EVERYONE – FOR IMMEDIATE USE

- Accepted Nationwide by Most Pharmacies – for All Prescriptions Not Covered by Insurance
- Use as Often as Needed – Make Copies for Friends and Co-Workers

Member ID 080109
Group ID 39600
BIN 610194
PCN FW
Pharmacies: 877-HELP-977 Members: 866-810-3784 Expires: December 31, 2014

THIS IS NOT INSURANCE – DISCOUNTS ONLY

PARA TODO EL MUNDO – PARA USO INMEDIATO

- Para todas recetas médicas no pagado por un plan médico
- Use cuantas veces quiera ■ Favor de hacer copias para amigos y colegas

THE POWER OF PARTNERSHIP!

FamilyWize cards are distributed free of charge, nationwide, by the FamilyWize Community Service Partnership with participating United Ways, America's Promise Alliance Partners, counties, cities, municipalities, community and faith-based organizations, doctors, businesses, pharmacies, and volunteers like you. **To help, please visit the Volunteer Center at www.FamilyWize.org for cards and flyers to distribute in your area. Thank you!**

ALSO, FOR STATE CHILDREN'S HEALTH COVERAGE INFO, CALL 877-KIDS-NOW

OTHER IMPORTANT INFORMATION

- You always receive the discounted price or pharmacy's retail price, whichever is lower. Please thank your participating pharmacy for providing these savings!
- Cannot be used with other prescription cards for the same purchase or to reduce an insurance co-pay.
- Go to www.FAMILYWIZE.org for a list of participating organizations and pharmacies, additional cards, drug prices, and other program information.
- Some restrictions apply. Benefits subject to change without notice. Provided by Envision Rx Options, Inc.

OTRA INFORMACIÓN IMPORTANTE

- Cubre todos los medicamentos de venta con receta. Para toda la familia. Se acepta en casi todas las farmacias por toda la nación. Pague el precio más bajo, ya sea el descuento del plan, o el precio usual de la farmacia. No puede usarse con otras tarjetas para medicamentos en la misma compra.
- Visite www.FAMILYWIZE.org y obtenga la lista de organizaciones y farmacias participantes, más tarjetas, precios de medicamentos e información del programa.
- Descuentos provistos por y válidos sólo en farmacias participantes. Existen ciertas restricciones. Beneficios sujetos a cambio sin aviso previo. No es un plan médico – sólo de descuentos.

Follow these **EASY** steps to start saving on your prescriptions today.

1. Print your card and take it to any of 55,000 participating pharmacies.
2. Present your card with your valid prescription.
3. The pharmacist will apply the discount.

NO PRINTER?

NO PROBLEM!

Contact your local United Way or ask your Kmart, Giant, Stop & Shop or Martin's Pharmacist for a card.

Or write down the following information, present it to your pharmacist and the discounts will be applied.

Member ID: 080109

Group ID: 39600

BIN: 610194

PCN: FW

Pharmacy Phone Number:
877-HELP-977

Members: 866-810-3784

Fold in half **HERE**
– then fold again

Transportation

Realizing that the purchase of your own, personal vehicle immediately upon release is not probable, you will need to be able to get around the area in which you choose to locate in order to secure and maintain employment and general activities. Therefore, it is best if you familiarize yourself with the public transportation system in your area.

Following is a list (alphabetically by city) of cities and towns which offer public transportation and their contact information. You will need to contact whichever system you will be using to ascertain fares, schedules, and routes.

CALL-A-RIDE PUBLIC TRANSIT

704 N. Oak Street, Room 8
Ada, OK 74820
(580)332-7950

SOUTHWEST TRANSIT

PO Box 1088
Altus, OK 73522
(580)482-1183

JAMM TRANSIT

PO Box 807
Atoka, OK 74525
(580)889-5193

BEAVER CITY TRANSIT

PO Box 698
Beaver, OK 73932
(580)625-3331

PELIVAN TRANSIT

333 South Oak Street
Big Cabin, OK 74332
(918) 783-5793

FASTRANS

PO Box 369
Carnegie, OK 73015
(405)654-2300, ext. 270

WASHITA VALLEY TRANSIT SYSTEM

PO Box 747
Chickasha, OK 73023
(405)222-3438

CHEYENNE-ARAPAHO PUBLIC TRANSIT

PO Box 66
Concho, OK 73022
(405) 422-1165

SOUTHERN OK RURAL TRANSPORTATION SYSTEM

PO Box 1577
Durant, OK 74702
(580) 924-5331

THE TRANSIT

502 W. Poplar
Enid, OK 73703
(580) 233-0468

EUFAULA TRANSPORTATION

PO Box 684
Eufaula, OK 74432
(918) 689-1020

RED RIVER PUBLIC TRANSPORTATION SERVICE

PO Box 989
Frederick, OK 73542
(580) 335-5588

CHEROKEE STRIP TRANSIT

622 Comanche
Garber, OK 73738
(580) 863-2279

FIRST CAPITAL TROLLEY

P.O. Box 1512
Guthrie, OK 73044-1512
(405) 282-6000

THE RIDE (GUYMON TRANSIT)

219 NE 4th Street
Guymon, OK 73942
(580) 338-6920

LITTLE DIXIE TRANSIT

209 North 4th
Hugo, OK 74743
(580) 326-6447

MUSKOGEE COUNTY TRANSIT

1320 North Mill Rd., #126
Muskogee, OK 74401
(918) 682-1721

METRO TRANSIT

731 Elm Ave., Robert Hall, #304
Norman, OK 73109
(405) 325-2278

METRO TRANSIT

300 SW 7th Street
Oklahoma City, OK 73109
(405) 297-2484

CIMARRON PUBLIC TRANSIT SYSTEM

501 Sixth Street
Pawnee, OK 74058
(918) 762-3041

DELTA PUBLIC TRANSIT

223 Washington Street
Purcell, OK 73080
(405) 527-3646

CENTRAL OKLAHOMA TRANSIT SYSTEM

P.O. Box 486
Shawnee, OK 74801
(405)275-6060

KIBOIS AREA TRANSIT SYSTEM

1107 E. Industrial Road
Stigler, OK 74462
(918) 967-3325

OSU/STILLWATER COMMUNITY TRANSIT SYSTEM

104 USDA
Stillwater, OK 74078
(405) 744-2832

METROPOLITAN TULSA TRANSIT AUTHORITY

PO Box 52488
Tulsa, OK 74152
(918) 585-1195

Public Transportation
Urban Public Transportation – OKLAHOMA CITY
2006 Directory of Public Transportation in Oklahoma

METRO TRANSIT – OKLAHOMA CITY

300 SW 7th Street, Oklahoma City, OK 73109

Voice: (405) 297-2484 / FAX: (405) 297-2111

E-mail: cotpa@okc.gov Website: <http://www.gometro.org>

METRO Transit has over 25 interconnecting routes, including two Express routes, to take you all over the Oklahoma City metro area. METRO Transit also offers a wide variety of special services for older adults and persons with disabilities, as well as many programs everyone can take advantage of.

OPERATING SCHEDULE

BUS SERVICE

Weekdays: 5:30 a.m. – 7:30 p.m.

Weekends: 5:30 a.m. – 7:30 p.m.

METROLIFT

Weekdays: 5:30 a.m. – 7:30 p.m.

Weekends: 5:30 a.m. – 7:30 p.m.

Scheduling Office Monday – Saturday

8:00 a.m. – 5:00 p.m.

BLUE LINE SCHEDULE

Every 20 minutes

Monday – Wednesday: 10:00 a.m. – 8:00 p.m.

Thursday – Saturday:

10:00 a.m. – 11:00 p.m.

RED LINE SCHEDULE

Every 15 minutes

Weekdays: 11:00 a.m. – 2:00 p.m.

ORANGE LINE SCHEDULE

Every 1–Hour

Monday – Wednesday:

11:30 a.m. – 8:00 p.m.

Thursday – Saturday:

11:30 a.m. – 11:00 p.m.

TROLLEY – THE EDDY (EDMOND)

Monday – Wednesday:

7:00 a.m. – 6:00 p.m.

Thursday – Saturday:

10:00 a.m. – 5:00 p.m.

METRO Transit does observe the following holidays: Memorial Day, Thanksgiving Day, Christmas Day and New Years Day

FARE SCHEDULE (one way)

Fixed Route:

Designated PCA Free

Additional passenger(s) (space available only) Regular Fee

Children 5 and under (with ADA parent) Free

Children 6–17 (with ADA parent) Regular Fee

Multiple-trip punch passes are available.

OKLAHOMA SPIRIT TROLLEY

Red Line and Blue Line Trolleys

— Regular \$ 0.25

— Special Patron* \$ 0.10

Orange Line Trolley

— Regular \$ 1.00

— Special Patron* \$ 0.50

One Day Pass (Good on all Trolley Lines) \$ 2.00

Three Day Pass (Good on all Trolley Lines) \$ 3.00

THE EDDY

— Regular \$ 0.50

— Special Patron* \$ 0.25

Please use exact fare. Drivers do not carry change.

Oklahoma City Local Fare

— Regular \$ 1.25

— Special Patron* \$ 0.60

Express Service

— Regular \$ 2.25

— Special Patron* \$ 1.10

METRO Lift

— Zone 1 \$ 2.50 /

— Zone 2 \$ 5.00

30–Day Unlimited Passes (not valid on Express Routes)

— Regular \$40.00

— Special Patron* \$20.00

30–Day Express Pass

— Regular \$50.00

— Special Patron* (Available only at Union Station or Downtown Transit Center) \$25.00

Summer Fun Pass

— For kids 6–17 years old (Valid Memorial Day through Labor Day) \$25.00

METRO Lift One–Way Fares

Oklahoma City Zone 1 \$ 2.50

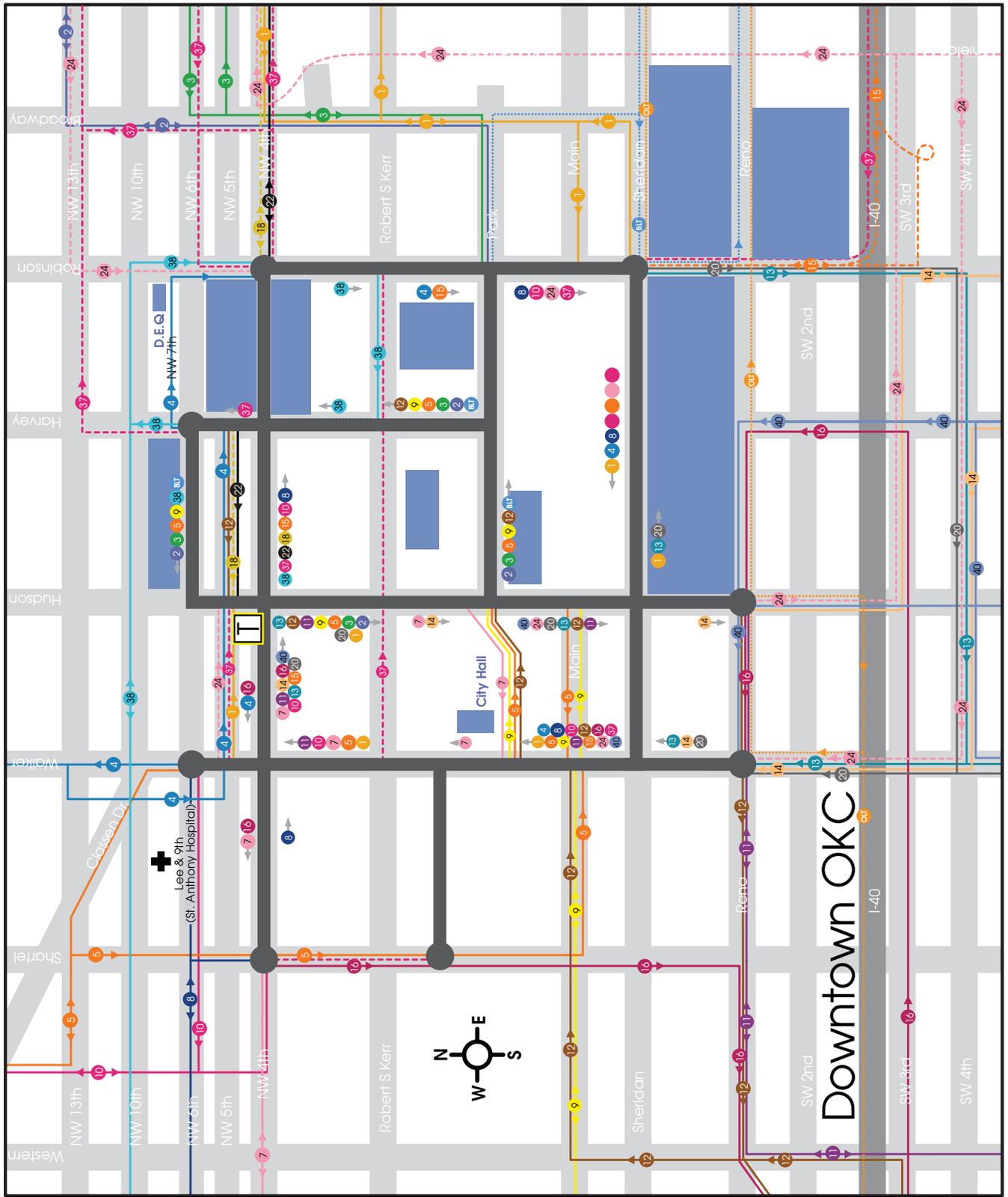
Oklahoma City Zone 2 \$ 5.00

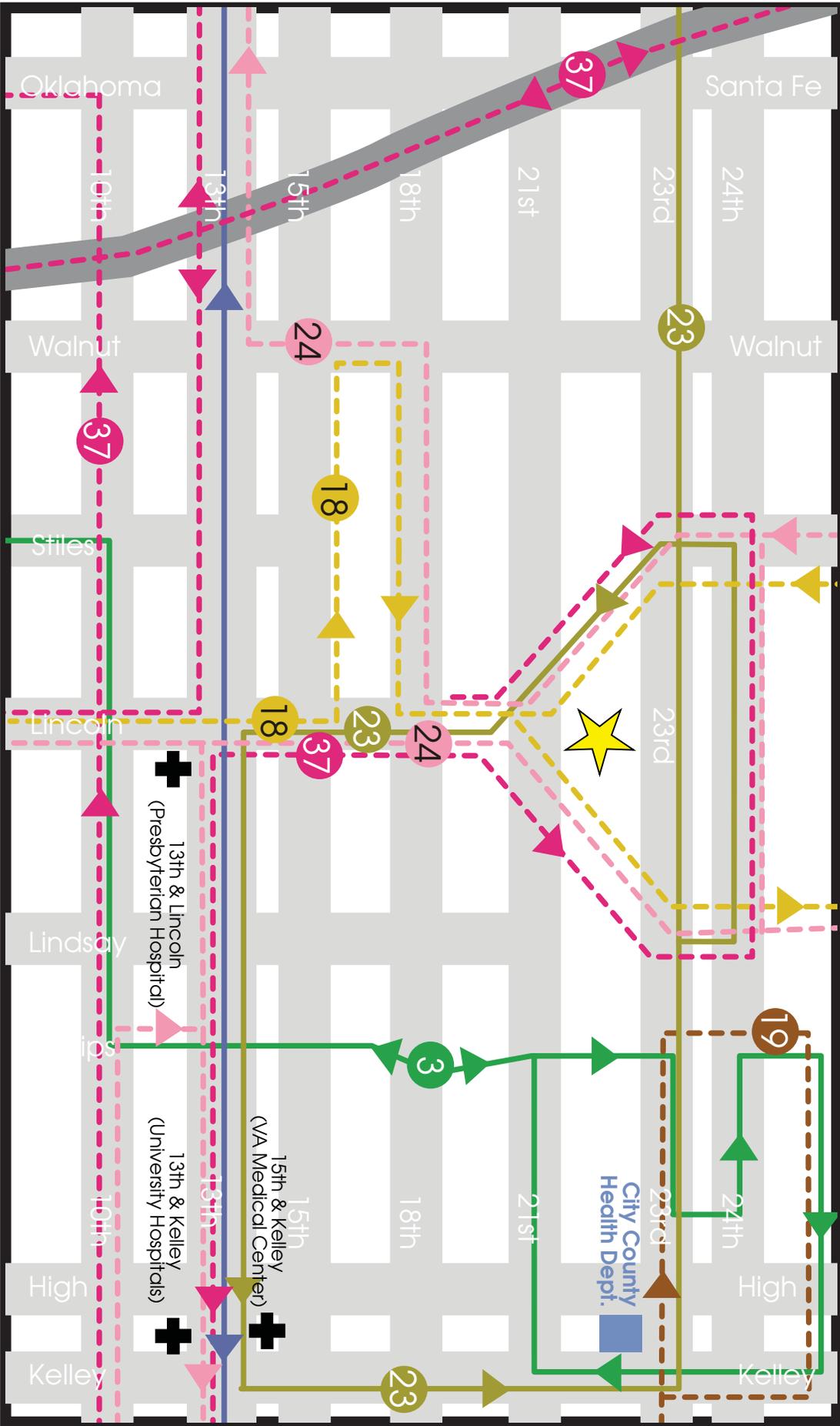
Edmond Service Area \$ 1.00

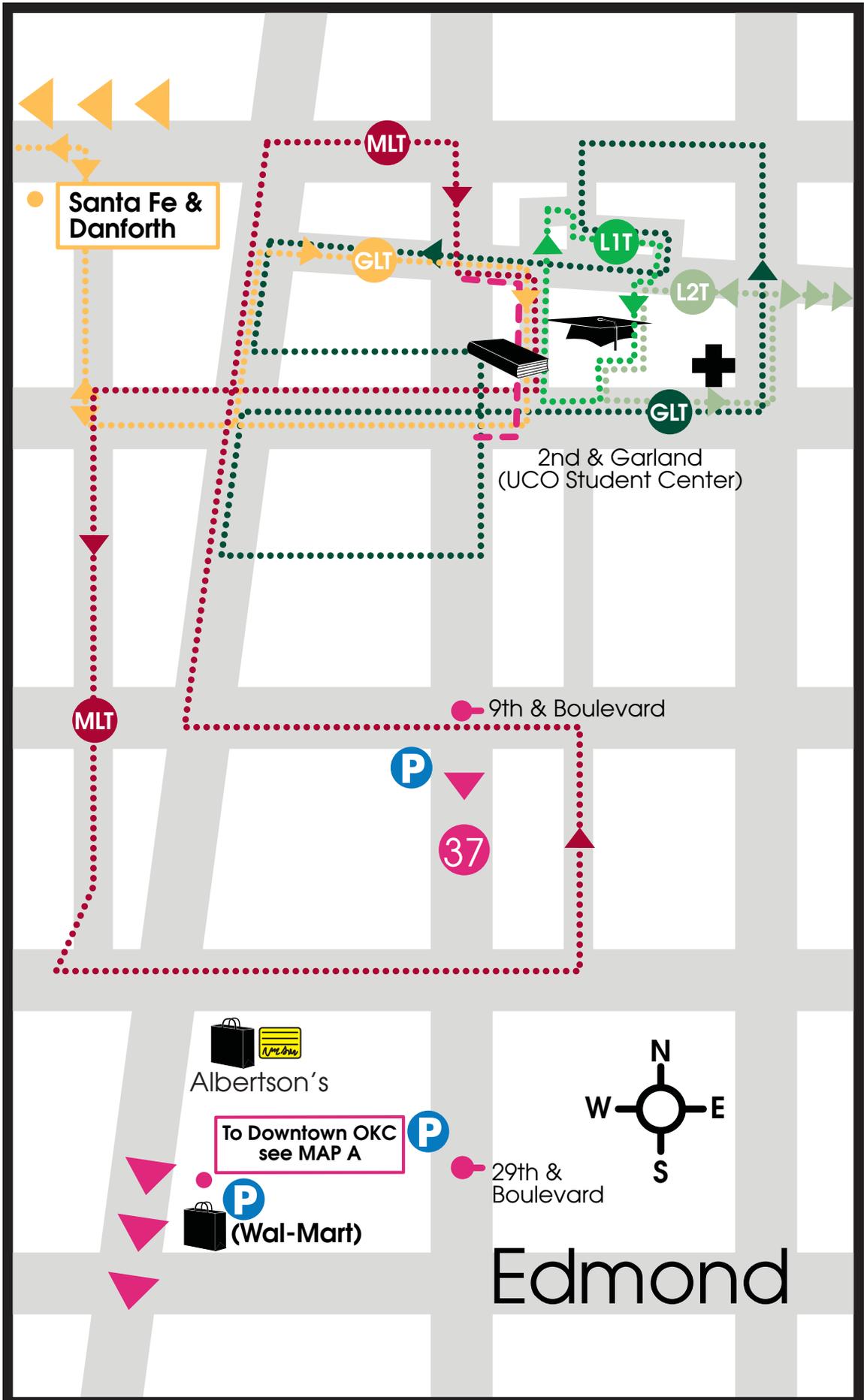
Eligible participants 17 and under Regular fare

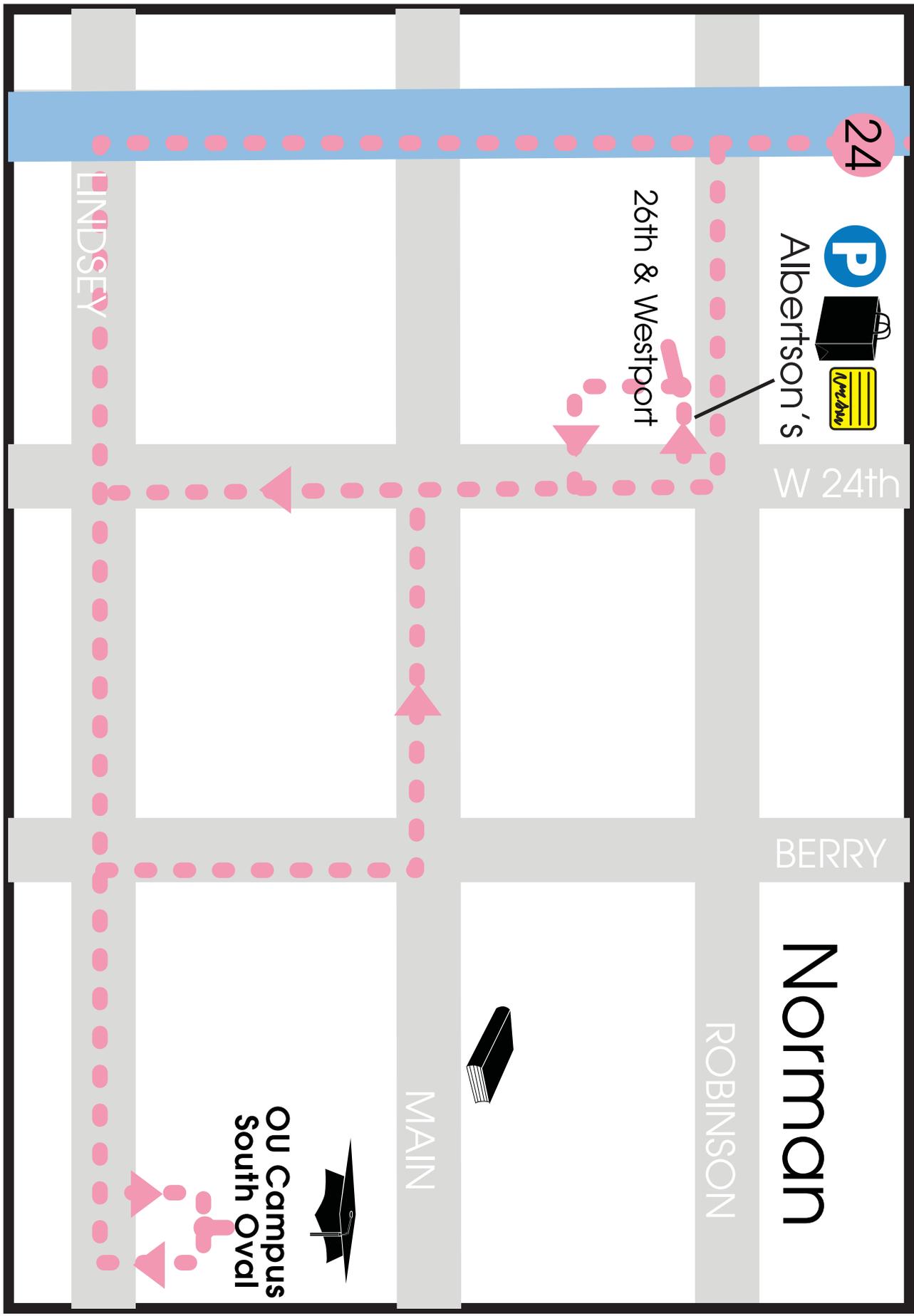
Children under 6 FREE with paying passenger.

***Special Patron – Ages 60+, Disabled (valid ID required), Medicare Cardholders or Children ages 6–17 years.**









**Public Transportation
Urban Public Transportation – Tulsa
2006 Directory of Public Transportation in Oklahoma**

METROPOLITAN TULSA TRANSIT AUTHORITY

P.O. Box 52488, Tulsa, OK 74152

Voice: (918) 585-1195 / FAX: (918) 582-5209

E-mail: N/A Website: <http://www.tulsatransit.org>

The Metropolitan Tulsa Transit Authority has been in active service for the past thirty-five years. It currently serves the city of Tulsa, parts of nearby Broken Arrow, Sand Springs and Jenks for a total service population of 558,329. The program provides scheduled routes for the public and demand response curb-to-curb service for the elderly and disabled.

OPERATING SCHEDULE

BUS SERVICE

Weekdays:
5:00 a.m. – 7:30 p.m.

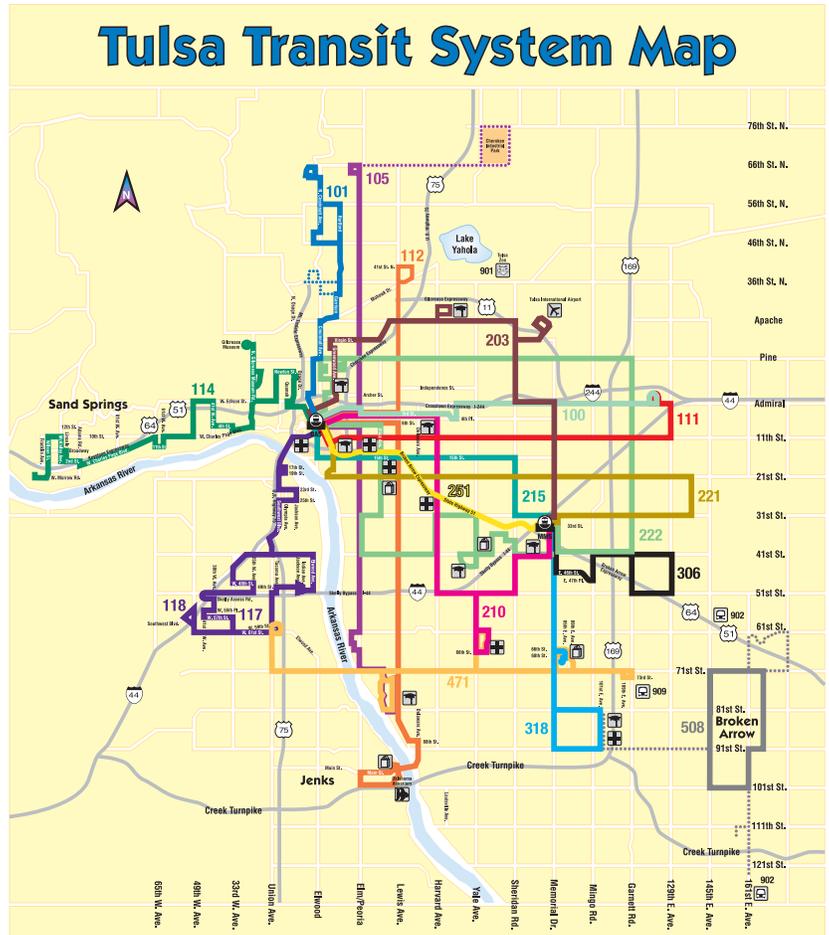
Weekends:
7:30 a.m. – 7:30 p.m.

Holidays:
None
No Sunday Service

FARE SCHEDULE (one way)

Adult: \$ 1.25
Youth (5–18): \$ 1.00
Seniors: \$ 0.60
Disabled: \$ 0.60
Transfers: Free

Tulsa Transit System Map



www.tulsatransit.org

Route & Schedule Information 582-2100

For information on Express Routes and Park & Ride locations, see Routes 902 and 909.

Route Listing - November 2007

100 - Admiral	117 - Union/SW Blvd.	222 - Pine/41st Street
101 - Suburban Acres	118 - 33rd West Ave.	251 - Fast Track
105 - Peoria	203 - Airport	306 - Southeast Industrial
111 - 11th Street	210 - Harvard	318 - Memorial Industrial
112 - Lewis/Jenks	215 - 15th Street	471 - 71st Street
114 - Charles Page/Sand Springs	221 - 21st Street/Eastland	508 - B.A. Connection



All Routes are Wheelchair Accessible

Note: See individual route maps for detailed routing information.

Financial Responsibilities

Budgeting

A budget is a money plan. Personal budgeting allows you to know exactly how much money you have, or have to have to meet known expenses for each month. Budgeting is about planning, and planning is crucial to produce a desired result.

If you will have to secure private residence immediately upon release, you should know in advance the amount of money you will have to have to set up the basic household needs; rent, utilities, and deposits.

Quite often of fenders are released owing previously imposed fines, fees, court costs and/or restitution. It is **IMPERATIVE** that these be addressed immediately upon release. While readily available funds are probably slight, if at all, these issues must be taken care of in order to not jeopardize your release.



You should contact the court clerk of the county you were sentenced in, not the county of your residence (unless they are the same) **IMMEDIATELY** and advise them of your recent release and work out a payment agreement; then make sure you adhere to that agreement. If any changes occur in your situation that may affect those arrangements, immediately contact the court clerk and keep them advised.

Child Support

Child support is another area of financial responsibility that must be taken care of. Failing to comply with the court order which set your child support payment could result in new charges being filed and your return to prison. Therefore, make sure that you address this situation with the court clerk's office in the county the child support was ordered.

[Click here for an example of a monthly budget.](#)

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Employment

There are effective strategies one can utilize to help penetrate the job market after serving prison time. They are honesty, strategic job searching, and effective interviewing.

The first, and probably most important thing to remember is that you should never lie about your background. Under no circumstances should you ever violate this rule when it comes to employment. Starting any relationship, especially one as important as an employment relationship, on a lie is never a good idea. It will come back to haunt you. Yes it is possible to get away with it in the short run every now and then, but it will eventually catch up with you. Employers will be naturally apprehensive about hiring someone with a felony background, so when you lie about the felony you will be feeding into their fears and perpetuating the perception that felons can't be trusted.

The next step is the strategic job search. This is where it pays to invest in researching the companies that are open to hiring someone with a criminal record. Connecting with your local workforce center is an ideal way of finding the employers in your community that are open to giving someone a second chance. The workforce centers have professionals who understand your situation, deal with ex-felons on a daily basis, and are trained to provide you with the latest information and employment referrals. The good ones have a network of employers who will give you an opportunity. A final note on the strategic job search is in order here. Understand that your background may prohibit you from ever getting certain types of employment again. This may be a bitter pill to swallow, but it's reality.

The last strategy is knowing how to make the most of an employment opportunity with an effective interview. Be honest, but don't give someone all the details. This is especially important if your felony dealt with violence or other sensitive events. This will do more harm than good and may frighten a potential employer

Resist the urge to re-try your case with the employer. Telling them how you were not guilty or were framed for the crime will not result in you getting hired. Express remorse for the event and how you have moved on with your life. This

will show an employer that you've taken responsibility for your actions and will give them more of a reason to take a chance on hiring you. Explain that the circumstances are no longer the same, that you are not the same person you were when the crime was committed, and how you are now dedicated to being extra vigilant about staying on the right path.

Applying these steps, along with patience and perseverance, will help you get back into the workforce, contribute to society, and lead to self-sufficiency.

Employment Tips

(Adapted from the U.S. Department of Labor publication, "Tips for Finding the Right Job.")

Dealing with potential employers is never an easy task for clients with criminal records. Ex-offenders who lie on a job application may get hired, but then fired if their record becomes known. Those who are honest may feel like they never even get a chance. Although there are no magic formulas for dealing with this sensitive situation, the following hints may be helpful.

- To tell or not to tell. It's up to you, but we recommend honesty. On the application, write "will discuss in interview" rather than a lengthy explanation of past convictions. In an interview, keep explanations short and stress what you learned in prison and what your skills and assets are. Be positive!
- Gaps in employment due to time served. If you had a job in prison, list this. Under salary, write "minimum wage." Again, be positive and stress that although incarcerated, you have been working and acquiring valuable experience.
- Reason for leaving. Avoid negative words like "went to jail" or "paroled." Instead put "relocated" or "contract ended." Both are true.
- The interview. Relax—be comfortable discussing the conviction. Practice ahead of time and maintain eye contact. Again, keep explanations short and focus on what you have to offer the employer. Believe in yourself and it will show.

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Applications

If you are asked about felony convictions on the application, put “will discuss during interview.” Since the purpose of an application is to get an interview for the job, putting “will discuss” instead of the possibly damaging information, you are encouraging the employer to either give you the interview to get more information, or eliminate you without really knowing why. If you are a qualified applicant, most employers will want to interview you.

Remember: When you fill out an application in a company’s employment office you should be groomed and dressed as if you were going on an interview. Sometimes you will be interviewed on the spot. When you file an application don’t forget about it and hope the employer calls you. Follow-up usually after 5-7 days. A phone call to check on the status of your application is recommended. In fact, the best advice any job seeker can get is “Don’t give up!” There will probably be many rejections before you get a job. However, if you’re willing to work at getting a job, you will be successful.

AVOID SLANG WHEN EXPLAINING A FELONY CONVICTION TO AN EMPLOYER

For an ex-offender, the most dreaded part of the job search can be explaining a felony conviction to a potential employer. Many ex-offenders have never honestly answered the question, “Have you ever been convicted of a crime?” on an application. As a result, they drift in and out of employment, staying with a job until the employer finds out through a background check, a call from a parole officer, etc.

Ex-offenders may be fired for falsifying information on their job application, not because they are ex-offenders. A company may hire ex-offenders, but have a policy of terminating anyone for lying on the application. It is up to you whether you tell a potential employer about felony convictions. But we believe that “honesty is the best policy.” Research shows that HOW you communicate this information makes a difference. You must see yourself as a worthwhile and valuable asset who has the skills and abilities an employer needs, not as an ex-convict unworthy of employment. You need a positive self-image and confidence in your skills and abilities.

Seven Tips for Effective Resume Writing

- Pay attention to detail—Don’t cut corners by, for instance, not proofreading the cover letter, failing to include information the hiring manager asked for, or beginning the cover letter “Dear Sir or Madam” when the hiring manager’s name is on the company web site. Take the time to make sure the correspondence and information sent is correct and error-free.
- Do the basics—Proofread for spelling, grammar and tone, and make sure you have followed the instructions of the employer. Firing off an e-mail is a convenient method of communication. However, don’t let the sloppy nature and informality of e-mail correspondence seep into your communications—whether it’s e-mailed or written—with potential employers.
- Construct an effective resume—Organize your information in a logical fashion and keep descriptions clear and to the point. Include as much work experience as possible, even if it obviously doesn’t relate to the job you are seeking. Also, use a simple, easy-to-read font.

- Customize your correspondence—Address the hiring manager directly and include the name of the company and the position for which it is hiring in your cover letter/e-mail response.
- Make it easy for the hiring manager—Use your name and the word “resume” in your e-mail header so it’s easy to identify. If the employer asks for information—such as references or writing samples—provide it.
- Focus on what you bring to the employer, not what you want from the job. This is an opportunity for you to market yourself and stand out from the other candidates. What can you do to make the hiring manager’s life easier? What can you do to help the company?
- Be professional—You won’t be taken seriously if you don’t have e-mail or voice mail/answering machine. If you don’t have e-mail, set up a free account. Even though you may not own your own personal computer, most public libraries offer free internet access. The next several pages will provide a list of public libraries in Oklahoma. For a complete listing of [Oklahoma Public Libraries](http://www.publiclibraries.com/oklahoma.htm) with web links visit: <http://www.publiclibraries.com/oklahoma.htm>

Some of the more popular free email services are:

[GMail](#)

[Yahoo](#)

[Hotmail](#)

Clicking any one of the links above will provide detailed instructions for setting up a free email account.

Provide the recruiter with a cell phone number if your voice mail/answering machine doesn’t pick up when you are online. Also, it’s a good idea to ditch the cute e-mail address or voice mail/answering machine messages in favor of something that sounds professional.

FEDERAL BONDING PROGRAM

The Federal Bonding Program provides individual fidelity bonds to employers for job applicants who have a barrier to employment. Any at-risk job applicant is eligible for bonding services, including:

- Ex-offenders, ex-addicts; welfare recipients and other persons having poor credit, poor youth who lack a work history, individuals dishonorably discharged from the military; and
- Anyone who cannot secure employment without bonding.
- Persons who are not bondable can ultimately become commercially bondable by demonstrating job honesty during the six months of bond coverage under the Federal Bonding Program.

If you are seeking bonding services and/or a job you should call the following toll-free number for 1. the location of the workforce office/one-stop center nearest your home and, 2. the telephone number of the State Bonding Coordinator for your state.

The application procedure is simple, and can be done at any [Workforce Office](#) or by telephone. Call toll free: (877) 872-5627.

For more information about the Federal Bonding Program, visit <http://www.bonds4jobs.com/index.html>.

Oklahoma Public Libraries

City Library	System	Address	Phone
Ada	Ada Public Library	124 S. Rennie	(405) 436-8124
Allen	Allen Public Library	207 S. Commerce St	(405) 857-2933
Altus	Southern Prairie Library System	421 N. Hudson	(580) 477-2890
Alva	Alva Public Library	504 Seventh Street	(405) 327-1833
Anadarko	Anadarko Community Library	215 W Bdwy	(405) 247-7351
Antlers	Antlers Public Library	202 S High	(405) 298-5649
Apache	Apache Public Library	102 W. Evans	(580) 588-3661
Ardmore	Ardmore Public Library	320 'E' Street NW	(580) 223-8290
Ardmore	Chickasaw Regional Library System	601 Railway Express	(580) 223-3164
Arkoma	Southeastern Public Library System	1000 Main	(918) 875-3971
Atoka	Chickasaw Regional Library System	215 East A Street	(580) 889-3555
Barnsdall	Barnsdall - Ethel Briggs Memorial Library	410 S Fifth	(918) 847-2118
Bartlesville	Bartlesville Public Library	600 S Johnstone	(918) 337-5353
Beaver	Beaver County Pioneer Library	2nd & Douglas	(405) 625-3076
Bethany	Metropolitan Library System	3510 N Mueller	(405) 789-8363
Bixby	Tulsa City-County Library System	20 E Breckenridge	(918) 366-3397
Blackwell	Blackwell Public Library	123 West Padon	(405) 363-1809
Blanchard	Pioneer Library System	300 N Main	(405) 485-2275
Boise City	Soutar Memorial Library	102 S Ellison	(405) 544-2715
Bristow	Montfort & Allie Jones Memorial Library	420 N. Main	(918) 367-6562
Broken Arrow	Tulsa City-County Library System	300 W Broadway	(918) 251-5359
Broken Arrow	Tulsa City-County Library System	3600 S Chestnut	(918) 451-0002
Broken Bow	Southeastern Public Library System	404 N. Broadway	(580) 584-2815
Buffalo	Buffalo Public Library	11 E Turner	(405) 735-2995
Carmen	Carmen Public Library	5th & Main Street	(405) 987-2301
Carnegie	Carnegie Public Library	Carnegie Mem Bldg	(405) 654-1980
Catoosa	Catoosa Public Library	517 S. Cherokee	(918) 266-1684
Chandler	Chandler Public Library	1021 S Manvel	(405) 258-3204
Checotah	Eastern Oklahoma District Library System	626 W Gentry	(918) 473-6715
Chelsea	Chelsea Public Library	618 Pine	(918) 789-3364
Cherokee	Cherokee City- County Library	602 South Grand	(405) 596-2366
Cheyenne	Western Plains Library System	200 S. Don Cearlock	(580) 497-3777
Chickasha	Chickasha Public Library	527 Iowa Avenue	(405) 222-6075
Choctaw	Metropolitan Library System	2525 North Muzzy, P.O. Box 549	(405) 390-8418
Claremore	Claremore - Will Rogers Library	1515 No Florence Ave	(918) 341-1564
Cleveland	Cleveland - Jay C Byers Memorial Library	111 W Delaware	(918) 358-2676
Clinton	Western Plains Library System	721 Frisco	(580) 323-2165
Clinton	Western Plains Library System	605 Avant	(405) 323-0974
Coalgate	Southeastern Public Library System	115 W. Ohio	(580) 927-3103
Collinsville	Tulsa City-County Library System	1223 Main	(918) 596-2840
Cordell	Western Plains Library System	208 S College	(580) 832-3530
Coweta	Coweta Public Library	101 East Sycamore	(918) 486-6532
Crescent	Crescent Community Library	205 N. Grand	(405) 969-3779
Cushing	Cushing Public Library	215 North Steele	(918) 225-4188
Davis	Chickasaw Regional Library System	209 E Benton	(580) 369-2468
Del City	Metropolitan Library System	4509 S E 15	(405) 672-1377
Dewey	Dewey - Tyler Memorial Library	821 N Shawnee	(918) 534-2106
Drumright	Drumright Public Library	104 East Broadway	(918) 352-2228
Duncan	Duncan Public Library	815 Ash	(405) 255-0636
Durant	Durant - Robert L Williams Public Library	323 West Beech	(405) 924-3486
Edmond	Metropolitan Library System	10 S Boulevard	(405) 341-9282
El Reno	El Reno Carnegie Library	215 E Wade	(405) 262-2409
Elk City	Elk City Carnegie Library	221 West Broadway	(405) 225-0136
Enid	Public Library of Enid and Garfield County	120 West Maine	(405) 234-6313
Eufaula	Eastern Oklahoma District Library System	301 S First St	(918) 689-2291

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City Library	System	Address	Phone
Fairfax	Fairfax Public Library	158 East Elm	(918) 642-5535
Fairview	Fairview City Library	115 S.6	(405) 227-2190
Frederick	Frederick Public Library	200 East Grand	(405) 335-3601
Ft. Gibson	Eastern Oklahoma District Library System	200 Hickory	(918) 478-3587
Geary	Geary Public Library	127 N. Bdwy.	(405) 884-2372
Glenpool	Tulsa City-County Library System	730 E 141 St	(918) 746-5190
Grandf eld	Grandf eld Public Library	101 W 2nd	(405) 479-5533
Grove	Eastern Oklahoma District Library System	206 S Elk	(918) 786-2945
Guthrie	Guthrie Public Library	201 N Division	(405) 282-0050
Guymon	Guymon Public Library	206 Nw 5th Street	(405) 338-7330
Harrah	Metropolitan Library System	1971 N Church Ave	(405) 454-2001
Hartshorne	Southeastern Public Library System	720 Penn Avenue	(918) 297-3471
Haskell	Eastern Oklahoma District Library System	116 N Broadway	(918) 482-3614
Healdton	Chickasaw Regional Library System	18 South 4th	(580) 229-0590
Heavener	Southeastern Public Library System	203 East Ave C	(918) 653-2870
Hennessey	Hennessey Public Library	525 S. Main	(405) 853-2073
Henryetta	Henryetta Public Library	518 W. Main	(918) 652-7377
Hinton	Hinton - Norman Smith Memorial Library	115 E Main	(405) 542-6167
Hobart	Hobart Public Library	200 S Main	(405) 726-2535
Holdenville	Holdenville - Grace Pickens Public Library	209 E Ninth	(405) 379-3245
Hollis	Southern Prairie Library System	201 W. Broadway	(580) 688-2744
Hominy	Hominy Public Library	121 West Main	(918) 885-4486
Hooker	Hooker - Olive Warner Memorial Library	111 S Broadway	(405) 652-2835
Hugo	Southeastern Public Library System	208 E Jefferson	(580) 326-5591
Hulbert	Eastern Oklahoma District Library System	118 E Main St	(918) 772-3383
Idabel	Southeastern Public Library System	2 S E Ave D	(580) 286-6406
Inola	Inola Public Library	1st & Broadway	(918) 543-8862
Jay	Eastern Oklahoma District Library System	429 So. 9th	(918) 253-8521
Jenks	Tulsa City-County Library System	523 West B St	(918) 746-5180
Jones	Metropolitan Library System	210 W Main	(405) 399-5471
Kansas	Kansas Public Library	Hwy 412 & Oak St	(918) 868-5257
Kaw City	Kaw City Public Library	900 Morgan Square	(580) 269-1317
Kellyville	Kellyville Public Library	410 E Buffalo	(918) 247-3740
Kingf sher	Kingf sher Memorial Library	505 West Will Rogers	(405) 375-3384
Konawa	Konawa - Kennedy Library Of Konawa	700 W. South	(405) 925-3662
Langley	Langley Public Library	3rd Osage	(918) 782-4461
Lawton	Lawton Public Library	1304 NW Kingswood	(580) 813-3457
Lawton	Lawton Public Library	110 S W 4th St	(580) 581-3450
Lindsay	Lindsay Community Library	112 W. Choctaw	(405) 756-3449
Locust Grove	Locust Grove Public Library	715 Harold Andrews B	(918) 479-6585
Luther	Metropolitan Library System	115 S Main	(405) 277-9967
Madill	Madill City-County Library	205 East Overton St	(405) 795-2749
Mangum	Margaret Carder Library	201 W. Lincoln	(405) 782-3185
Mannford	Mannford Public Library	Green Valley Park Rd	(918) 865-2665
Marietta	Chickasaw Regional Library System	500 South Hwy 77	(580) 276-3783
Marlow	Garland Smith Public Library	407 W Seminole	(405) 658-5354
Maysville	Maysville Public Library	508 Williams	(405) 867-4748
McAlester	Southeastern Public Library System	401 North Second	(918) 426-0930
McAlester	Southeastern Public Library System	401 N 2nd	(918) 426-0456
McLoud	Pioneer Library System	133 N. Main	(405) 964-2960
Medford	Medford Public Library	123 S Main	(405) 395-2342
Meeker	Meeker Public Library	616 W. Main Street	(405) 279-1139
Miami	Miami Public Library	200 N Main	(918) 542-3064
Midwest City	Metropolitan Library System	8143 E Reno	(405) 732-4828
Moore	Pioneer Library System	225 S Howard	(405) 793-5100
Mounds	Mounds Public Library	13th Commercial	(918) 827-3949
Mt View	Addie Davis Memorial Library	301 N. 4th	(405) 347-2397
Muldrow	Eastern Oklahoma District Library System	711 W. Shawntell Blv	(918) 427-6703

City Library	System	Address	Phone
Muskogee	Eastern Oklahoma District Library System	801 W Okmulgee	(918) 682-6657
Mustang	Mustang Public Library	190 W. Strasburg	(405) 376-2226
Newcastle	Pioneer Library System	900 North Carr	(405) 387-5076
Newkirk	Newkirk Public Library	W 7th Street	(405) 362-3934
Nicoma Park	Metropolitan Library System	2240 Overholser	(405) 769-9452
Noble	Pioneer Library System	204 North 5th	(405) 872-5713
Norman	Pioneer Library System	225 N Webster	(405) 701-2600
Norman	Pioneer Library System	225 N Webster	(405) 701-2600
Nowata	Nowata City-County Library	224 South Pine	(918) 273-3363
Okeene	Okeene Public Library	215 N Main	(405) 822-3306
Okemah	Okemah Public Library	301 South 2nd	(918) 623-1915
Oklahoma City	Metropolitan Library System	5501 N. Villa	(405) 843-9601
Oklahoma City	Metropolitan Library System	334 S W 26	(405) 634-6308
Oklahoma City	Metropolitan Library System	131 Dean A Mcgee	(405) 231-8650
Oklahoma City	Metropolitan Library System	2000 N E 23	(405) 424-1437
Oklahoma City	Metropolitan Library System	6900 S Walker	(405) 631-4468
Oklahoma City	Metropolitan Library System	2101 Exchange Ave	(405) 235-5035
Oklahoma City	Metropolitan Library System	1364 N E 3rd	(405) 235-9223
Okmulgee	Okmulgee Public Library	218 S Okmulgee	(918) 756-1448
Owasso	Tulsa City-County Library System	103 W Broadway	(918) 591-4566
Pauls Valley	Pauls Valley-Nora Sparks Warren Mem Library	210 N Willow	(405) 238-5188
Pawhuska	Pawhuska Public Library	301 E 6th	(918) 287-3989
Pawnee	Pawnee Public Library	510 Illinois	(918) 762-2138
Perkins	Perkins - Thomas-Wilhite Memorial Library	129 South Main	(405) 547-5185
Perry	Perry Carnegie Library	302 N 7th Street	(405) 336-4721
Ponca City	Ponca City Library	515 East Grand	(405) 767-0345
Poteau	Southeastern Public Library System	408 Dewey	(918) 647-3833
Prague	Prague Public Library	1115 Broadway	(405) 567-4013
Pryor	Pryor Public Library	505 East Graham	(918) 825-0777
Purcell	Pioneer Library System	919 N 9th	(405) 527-5546
Ringling	Ringling - Gleason Memorial Library	5th And Main St.	(405) 662-2925
Rush Springs	Rush Springs-Glover Spencer Memorial Library	6th & Blakely	(405) 476-2108
Sallisaw	Eastern Oklahoma District Library System	101 E Cherokee	(918) 775-4481
Sand Springs	Tulsa City-County Library System	551 E 4th St	(918) 591-4585
Sand Springs	Tulsa City-County Library System	3219 S 113th W Ave	(918) 591-4595
Sapulpa	Sapulpa - Barlett Carnegie Public Library	27 W Dewey	(918) 224-5624
Sayre	Sayre Public Library	113 E Poplar	(405) 928-2641
Seiling	Western Plains Library System	211 Main	(580) 922-4259
Seminole	Seminole Public Library	424 N Main	(405) 382-4221
Sentinel	Western Plains Library System	210 E. Main	(580) 393-2244
Shattuck	Shattuck Public Library	101 South Main	(405) 938-5104
Shawnee	Pioneer Library System	101 N. Philadelphia	(405) 275-6353
Skiatook	Tulsa City-County Library System	316 E Rogers	(918) 596-2830
Sperry	Tulsa City-County Library System	15 E Main	(918) 591-4690
Spiro	Southeastern Public Library System	208 South Main	(918) 962-3461
Stigler	Southeastern Public Library System	402 Ne 6th	(918) 967-4801
Stillwater	Stillwater Public Library	1107 S. Duck	(405) 372-3633
Stillwell	Eastern Oklahoma District Library System	5 N 6th St	(918) 696-7512
Stratford	Stratford - Chandler-Watts Library	340 N Oak	(405) 759-2684
Stroud	Stroud Public Library	301 West 7th	(918) 968-2567
Sulphur	Chickasaw Regional Library System	500 West Broadway	(580) 622-5807
Tahlequah	Eastern Oklahoma District Library System	120 S. College	(918) 456-2581
Talihina	Southeastern Public Library System	Hwy 271 North	(918) 567-2002
Tecumseh	Pioneer Library System	114 N Broadway	(405) 598-5955
Thomas	Western Plains Library System	115 W Broadway	(580) 661-3532
Tishomingo	Chickasaw Regional Library System	116 West Main	(580) 371-3006
Tonkawa	Tonkawa Public Library	216 N. Seventh	(405) 628-3366
Tryon	Tryon Public Library	25 Main St.	(918) 374-2227

City Library	System	Address	Phone
Tulsa	Tulsa City-County Library System	1207 E 45th Place	(918) 746-5012
Tulsa	Tulsa City-County Library System	400 Civic Center	(918) 596-7977
Tulsa	Tulsa City-County Library System	2901 S Harvard	(918) 746-5222
Tulsa	Tulsa City-County Library System	8316 E 93rd St	(918) 250-7307
Tulsa	Tulsa City-County Library System	5131 E 91st St	(918) 596-2466
Tulsa	Tulsa City-County Library System	21 S. Lewis	(918) 596-7303
Tulsa	Tulsa City-County Library System	7970 E 51st Street	(918) 669-6770
Tulsa	Tulsa City-County Library System	2601 S Garnett	(918) 669-6340
Tulsa	Tulsa City-County Library System	1313 N Canton	(918) 669-6055
Tulsa	Tulsa City-County Library System	6038 E 23rd	(918) 669-6060
Tulsa	Tulsa City-County Library System	1520 N Hartford	(918) 596-7280
Tulsa	Tulsa City-County Library System	3333 E 32nd Place	(918) 746-5024
Tulsa	Tulsa City-County Library System	4606 N Garrison	(918) 591-4004
Tulsa	Tulsa City-County Library System	2224 W 51st	(918) 591-4366
Valliant	Southeastern Public Library System	311 N Johnson	(580) 933-4883
Village	Metropolitan Library System	10307 N Penn	(405) 755-0710
Vinita	Vinita Public Library	215 W Illinois	(918) 256-2115
Wagoner	Wagoner City Public Library	102 South State	(918) 485-2126
Walters	Walters Public Library	131 W California	(405) 875-2006
Warner	Eastern Oklahoma District Library System	207 8th St	(918) 463-2363
Warr Acres	Metropolitan Library System	5901 N W 63	(405) 721-2616
Watonga	Watonga Public Library	301 N Prouty	(405) 623-7748
Waurika	Waurika Public Library	98th Meridian	(405) 228-3274
Waynoka	Waynoka Public Library	113 E	(405) 824-6181
Weatherford	Western Plains Library System	219 E Franklin	(580) 772-3591
Westville	Eastern Oklahoma District Library System	116 N. Williams	(918) 723-5002
Wetumka	Wetumka Public Library	202 N Main	(405) 452-5825
Wewoka	Wewoka Public Library	118 W 5th	(405) 257-3225
Wilburton	Southeastern Public Library System	301 W. Ada Ave	(918) 465-3751
Wilson	Chickasaw Regional Library System	114 East Main	(580) 668-2486
Wister	Southeastern Public Library System	100 Highland Ave	(918) 655-7654
Woodward	Woodward Public Library	1500 Main	(405) 254-8544
Wynnewood	Wynnewood Public Library	108 N. Dean A Mcgee	(405) 665-2512
Yale	Yale Public Library	213 N Main	(918) 387-2135
Yukon	Mabel C. Fry Public Library	500 W. Main	(405) 354-8232

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MONTHLY BUDGET

Month: _____, 200__

<u>INCOME</u>	
<u>SOURCE</u>	<u>AMOUNT</u>
Employment	
Social Security	
Retirement/Pension	
TANF (Welfare)	
*Other Income Not Listed	
Income: _____	
Income: _____	
Income: _____	
TOTAL MONTHLY INCOME	
*Any steadily received income such as selling plasma; regular contributions from family or friends; self-employment like selling aluminum or cutting grass; royalties; mineral rights; etc.	

<u>EXPENSES</u>	
<u>HOUSING</u>	<u>AMOUNT</u>
Rent or mortgage	
Furniture / appliance rental	
<u>UTILITIES</u>	
Electric	
Natural gas or propane	
Water, trash, sewage	
Phone	
Television	
<u>FOOD</u>	
Groceries in excess of food stamp allotment	
<u>NON-EDIBLE SUPPLIES</u>	
Cleaning products	
Toiletries	
Paper products	
Laundry Mat	
<u>HEALTH RELATED</u>	
Medical Office Visits	
Dental Office Visits	
Prescriptions	
<u>PERSONAL TRANSPORTATION</u>	
Vehicle payment	
Vehicle insurance	
Gasoline	
Regular Maintenance (oil, filters, etc)	
<u>CHILDREN EXPENSES</u>	
Child Care	
Other Child Related	

<u>EXPENSES (Continued)</u>	
<u>PUBLIC TRANSPORTATION</u>	<u>AMOUNT</u>
Bus Fare	
Taxi Fare	
<u>LEGAL</u>	
Supervision fee	
Court Costs	
Fines	
Restitution	
Child Support	
<u>EDUCATION</u>	
Tuition and/or books	
Student Loans	
<u>PERSONAL / RECREATIONAL</u>	
Tobacco	
Movies / movie rental	
Eating out	
<u>MISCELLANEOUS</u>	
Tithe	
Savings Account	
Pet Expenses	
Personal Loans	
Cell phone	
Internet	
<u>OTHER EXPENSES NOT LISTED</u>	
Expense: _____	
TOTAL MONTHLY EXPENSES	

TOTAL MONTHLY INCOME	
TOTAL MONTHLY EXPENSES	(minus)
MONTHLY FINANCIAL BALANCE	(equals)

Subtract the monthly expenses from the monthly income to get the balance. If your balance is a positive number, you will have enough money throughout the month to meet all your expenses. However, if your balance is a negative, you will not have enough money to meet expenses, and you will need to adjust your spending by reducing the amount you spend in areas where possible.

Realize that some amounts are fixed, meaning you know what they will be from month to month (such as rent or loan payments or employment income) and the other amounts vary, meaning they change from month to month (such as utilities which depend upon the amount you use). You can still use a monthly budget by estimating as closely as possible those amounts which vary.

Employment Agencies / Workforce Oklahoma

Workforce Oklahoma is a new workforce development system where business leaders, educators and employment professionals are working together to achieve job growth, employee productivity and employer satisfaction. Within this system is a network of statewide offices where employment, education and training providers are integrating services to assist customers in finding jobs, making career decisions and accessing training opportunities. Website: <http://www.workforceok.org>

Workforce Office Locations and Contact Information

Ada Center

1628 E Beverly St, Suite 115
Ada, OK 74820

Telephone: (580) 332-1533

Monday through Friday
8:00 AM to 5:00 PM

manager.ada@oesc.state.ok.us

Veteran's Representative available
on Wednesdays
(appointment recommended)

Altus Center

1115 N Spurgeon
Altus, OK 73521

Telephone: (580) 482-3262

Monday through Friday
8:00 AM to 5:00 PM

manager.altus@oesc.state.ok.us

Antlers Center

211 NW Third St
Antlers, OK 74523

Telephone: (580) 298-3854

Monday through Friday
8:00 AM to 5:00 PM

manager.antlers@oesc.state.ok.us

Ardmore Center

201 A St SW
Ardmore, OK 73401

Telephone: (580) 223-3291

Monday through Friday
8:00 AM to 5:00 PM

manager.ardmore@oesc.state.ok.us

Bartlesville Center

6101 SE Nowata - Suite C100
Bartlesville, OK 74006

Telephone: (918) 331-3400

Monday through Friday
8:00 AM to 5:00 PM

manager.bartlesville@oesc.state.ok.us

Chandler Center

711 Manvel Avenue
Chandler, OK 74834

Telephone: (405) 258-2870

Monday through Friday
8:00 AM to 5:00 PM

manager.chandler@oesc.state.ok.us

Chickasha Center

301 South 2nd Street
Chickasha, OK 73018

Telephone: (405) 224-3310

Monday through Friday
8:00 AM to 5:00 PM

manager.chandler@oesc.state.ok.us

Claremore Center

1810 N Sioux Ave
Claremore, OK 74017

Telephone: (918) 341-6633

Monday through Friday
8:00 AM to 5:00 PM

manager.claremore@oesc.state.ok.us

Clinton Center

1120 Frisco Ave
Clinton, OK 73601

Telephone: (580) 323-1341

Monday through Friday
8:00 AM to 5:00 PM

manager.clinton@oesc.state.ok.us

Duncan Center

1927 W Elk Ave
Duncan, OK 73533

Telephone: (580) 255-8950

Monday through Friday
8:00 AM to 5:00 PM

manager.duncan@oesc.state.ok.us

Durant Center

4310 Highway 70 West
Durant, OK 74701

Telephone: (580) 924-1828

Monday through Friday
8:00 AM to 5:00 PM

manager.durant@oesc.state.ok.us

Enid Center

2613 N Van Buren
Enid, OK 73703

Telephone: (580) 234-6043

Monday through Friday
8:00 AM to 5:00 PM

manager.enid@oesc.state.ok.us

Guymon Center

225 E Highway 54
Guymon, OK 73942

Telephone: (580) 338-8521

Monday through Friday
8:00 AM to 5:00 PM

manager.guymon@oesc.state.ok.us

Holdenville Center

115 Rodgers Dr
Holdenville, OK 74848

Telephone: (405) 379-5452

Monday through Friday
8:00 AM to 5:00 PM

manager.holdenville@oesc.state.ok.us

Hugo Center

107 S Third St
Hugo, OK 74743

Telephone: (580) 326-6472

Monday through Friday
8:00 AM to 5:00 PM

manager.hugo@oesc.state.ok.us

Idabel Center

2202 SE Washington
Idabel, OK 74745

Telephone: (580) 286-6667

Monday through Friday
8:00 AM to 5:00 PM

manager.idabel@oesc.state.ok.us

Lawton Center

1711 SW 11th St
Lawton, OK 73501

Telephone: (580) 357-3500

Monday through Friday
8:00 AM to 5:00 PM

manager.lawton@oesc.state.ok.us

McAlester Center

1201 E Wade Watts Ave
McAlester, OK 74501

Telephone: (918) 423-6830

Monday through Friday
8:00 AM to 5:00 PM

manager.mcalester@oesc.state.ok.us

Miami Center

121 N Main
(Entrance/ parking on A North West)
Miami, OK 74354

Telephone: (918) 542-5561

Monday through Friday
8:00 AM to 5:00 PM

manager.miami@oesc.state.ok.us

Muskogee Center

717 South 32nd Street
Muskogee, OK 74401

Telephone: (918) 682-3364

Monday through Friday
8:00 AM to 5:00 PM

manager.muskogee@oesc.state.ok.us

Norman Center

1141 E Main

Norman, OK 73071

Telephone: (405) 701-2000

Monday through Friday
8:00 AM to 5:00 PM

manager.norman@oesc.state.ok.us

OKC Eastside Center

7401 NE 23rd
Oklahoma City, OK 73141
Telephone: (405) 713-1890
(Located on NE 23rd Between Air Depot and Midwest Blvd.) OKC METRO Transit Route 19 Stops in our parking lot.

Monday through Friday
8:00 AM to 5:00 PM

manager.east@oesc.state.ok.us

OKC Reno Center

416 B Hudiburg Circle
Oklahoma City, OK 73108
Telephone: (405) 639-3640
(Office is located south of Reno between Portland and Meridian on the SE end of Hudiburg Circle facing I-40)

Monday through Friday
8:00 AM to 5:00 PM

manager.okc_reno@oesc.state.ok.us

Veteran's Representative available
on Thursdays
(appointment recommended)

OKC Rockwell Center
12777 North Rockwell
Francis Tuttle Technology Center
Campus Center Building
(South Entrance)
Oklahoma City, OK
Telephone: (405) 470-3200
Monday through Friday
8:00 AM to 5:00 PM
manager.rockwell@oesc.state.ok.us

OKC Southside Center
4509 S I-35 Service Rd
Oklahoma City, OK 73129
Telephone: (405) 670-9100
Monday through Friday
8:00 AM to 5:00 PM
manager.south@oesc.state.ok.us
Veteran's Representative available
Monday - Friday
(appointment recommended)

Okmulgee Center
1801 E 4th
Okmulgee, OK 74447
Telephone: ((918) 756-5791
Monday through Friday
8:00 AM to 5:00 PM
manager.okmulgee@oesc.state.ok.us

Ponca City Center
1201 W Grand Ave.
Ponca City, OK 74601
Telephone: (580) 765-3372
Monday through Friday
8:00 AM to 5:00 PM
manager.poncacity@oesc.state.ok.us

Poteau Center
Le Flore County Center
106 Rogers Ave
Poteau, OK 74953
Telephone: (918) 647-3124
Monday through Friday
8:00 AM to 5:00 PM
manager.poteau@oesc.state.ok.us

Pryor Center
219 NE 1st St
Pryor, OK 74361
Telephone: (918) 825-2582
Monday through Friday
8:00 AM to 5:00 PM
manager.pryor@oesc.state.ok.us

Sallisaw Center
401 W Houser
Sallisaw, OK 74955
Telephone: (918) 775-5541
Monday through Friday
8:00 AM to 5:00 PM
manager.sallisaw@oesc.state.ok.us

Sand Springs Center
401 E. Broadway Suite B1
Sand Springs, OK 74063
Telephone: (918) 245-9544
Monday through Friday
8:00 AM to 5:00 PM
manager.sapulpa@oesc.state.ok.us

Sapulpa Center
1700 S Main
Sapulpa, OK 74066
Telephone: (918) 224-9430
Monday through Friday
8:00 AM to 5:00 PM
manager.sapulpa@oesc.state.ok.us

Seminole Center
229 N. 2nd
Seminole, OK 74868
Telephone: (405) 382-4670
Monday through Friday
8:00 AM to 5:00 PM
manager.seminole@oesc.state.ok.us
Veteran's Representative available
on Thursday afternoons
(appointment recommended)

Shawnee Center
2 John C Bruton Blvd.
Shawnee, OK 74804
Telephone: (405) 275-7800
Monday through Friday
8:00 AM to 5:00 PM
manager.shawnee@oesc.state.ok.us

Stillwater Center
711 E Krayler Ave
Stillwater, OK 74075
Telephone: (405) 624-1450
Monday through Friday
8:00 AM to 5:00 PM
manager.stillwater@oesc.state.ok.us

Stilwell Center
219 W Oak
Stilwell, OK 74960
Telephone: (918) 696-6608
Monday through Friday
8:00 AM to 5:00 PM
manager.stilwell@oesc.state.ok.us

Tahlequah Center
1755 S Muskogee Ave
Tahlequah, OK 74464
Telephone: (918) 456-8846
Monday through Friday
8:00 AM to 5:00 PM
manager.tahlequah@oesc.state.ok.us

Tulsa Eastgate Center
14002 E. 21st St, Suite 1030
Tulsa, OK 74134
Telephone: (918) 796-1200
Monday through Friday
8:00 AM to 5:00 PM
manager.eastgate@oesc.state.ok.us

Tulsa Skyline Center
128 E 38th St - Suite 405
Tulsa, OK 74135
Telephone: (918) 384-2300
Monday through Friday
8:00 AM to 5:00 PM
manager.skyline@oesc.state.ok.us

Woodward Center
1117 11th St
Woodward, OK 73801
Telephone: (580) 256-3308
Monday through Friday
8:00 AM to 5:00 PM
manager.woodward@oesc.state.ok.us
Veteran's Representative available
on 2nd and 4th Tuesdays
(appointment recommended)

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Computer literacy will be an essential attribute of the work force of the 21st century. To fill the need for computer knowledge, many libraries offer internet access and are expanding their resources to include services designed to develop keyboarding skills and other computer familiarity. In addition to libraries, Workforce Oklahoma offices provide access to computers and the internet. Access to the Internet means access to the world!

Lesson 1: Understanding the Basics

Internet - The Internet is a network of computers spanning the globe. This communication structure is a system connecting more than fifty million people in countries around the world. A global Web of computers, the Internet allows individuals to communicate with each other. Often called the World Wide Web, the Internet provides a quick and easy exchange of information and is recognized as the central tool in this Information Age.

Internet Browser - An Internet browser is a software program that enables you to access and navigate the Internet by viewing Web pages on your computer. The label Internet Browser describes a software program that provides users with a graphical interface that allows them to connect to the Internet and "surf the Web." Simply speaking, a browser is a software program that enables you to view Web pages on your computer.

Web Site - A site or area on the World Wide Web that is accessed by its own Internet address is called a Web site. A Web site can be a collection of related Web pages. Each Web site contains a home page and may also contain additional pages. Each Web site is owned and updated by an individual, company, or organization. Because the Web is a dynamically moving and changing entity, many Web sites change on a daily or even hourly basis.

Web Page - A Web page can be explained as one area of the World Wide Web. Comparable to a page in a book, the basic unit of every Web site or document on the Web is a page. A Web page can be an article, an ordering page, or a single paragraph, and it is usually a combination of text and graphics.

Home Page - The term home page has a couple of meanings. It is the Web page that your browser uses when it starts, and also the Web page that appears every time you open your browser. Clicking the home page icon on your browser screen will take you to the specific page you have set as your browser's home page. Home page also refers to the main Web page out of a collection of Web pages. On each site, often you will see home page as a choice on a Menu Bar. Clicking on the word Home on a Web page will take you to the home or main page of that particular Web site.

Lesson 2: Title, Menu, and Toolbars

Title bar with callout - Let's take it from the top. The name of the Web site or title of the page you are viewing is found on the top left hand corner of your screen. Traditionally, this horizontal blue bar runs across the entire width of your screen. This blue bar that contains the name of the Web site is called the Title Bar. The Title Bar will serve as a trusty anchor, always letting you know where you are by sharing the title of the Web site you are visiting. This bar does not take you anywhere, but it always lets you know where you are.

Menu Bar - Underneath the Title Bar are other bars that can be used for moving around the Internet. If you are looking for quick and easy ways to navigate, the bars located at the top of your screen under the Title Bar will be helpful. One

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of the most useful bars is the Menu Bar. You will quickly appreciate each of the options found on the Menu Bar.

The Menu Bar is the horizontal band that contains commands and options that can be chosen. In Internet Explorer, these selections are File, Edit, View, Favorites, Tools, and Help. Clicking on each of the items in the standard Menu Bar at the top of your page will drop down a menu that is a useful way to access the many features of the Internet Explorer program. The last menu item is the Help item. You will be surprised and relieved how often you will be able to click Help and find the answers you need. The Menu Bar is a very useful tool when trying to make your way around a Web site. Because the Menu Bar offers so many helpful functions, the quicker you master File, Edit, View, Favorites, Tools, and Help, the better. It does not take long to learn the purpose of each of these menu items that help you move around the Internet.

Tool Bar - As its name implies, this is the area where a lot of work gets done. The Tool Bar is much like the Menu Bar stretching from left to right across the top of your screen just under the Address Bar. Because the Tool Bar is the workhorse of bars, it is larger and contains many useful icons divided into three areas. Each of these icons has a text description of its function under the icon itself. If you do not see the text description, hold your cursor over the icon, and the function of the icon will appear. Either way, it will not take you long to associate each function with its picture. Let's become familiar with the first area which contains five icons. The remainder of the icons on the Tool Bar will be explained in later lessons.

Back/Forward - The first icon on the Tool Bar is the Back Icon. You will be surprised how often you will want to return to a Web page or Web site you enjoyed earlier.

Stop and Refresh Icons - It will not take you long to appreciate two other icons found on the Tool Bar. The Stop icon is located to the right of the Back and Forward arrows. Clicking the Stop icon will stop the page you have selected from downloading. This icon is especially useful. Click the Stop icon if a page is taking too long to download. What if you changed your mind and do not want to visit a page? Just click this icon. Occasionally you find that you have clicked on a wrong link. Again, the Stop icon to the rescue.

Refresh - The next icon is not quite as intuitive as the old familiar Stop icon. It is the Refresh icon. Refresh makes sure you are viewing the latest version of the current Web page. Remember one of the unique characteristics of the Internet is that it is dynamic and fluid. Information is continuously being added, and Web pages are constantly changing. It might be important to you that you are viewing the very latest information. For that reason, you have a Refresh icon. Just click the Refresh icon and your browser will reload the latest version of the page you are viewing.

Home Page Icon - In reference to this icon, home page is the Web page that your browser uses when it starts, the Web page that appears every time you open your browser. Clicking the home page icon found on the Tool Bar will take you to the specific page you have set as your browser's home page.

Lesson 3: Addresses / Address Bar

Address Box - Don't be afraid of getting lost or overwhelmed on the mammoth Information Highway. There is an easy way to know where you are at all times. One way to keep track of where you are on the Web, especially if you have been moving around by links, is to check out the Address Box. This box gives

you the location or address of the current page you are viewing. That unusual word at the top of the page in what is known as the locator box or address box is the address of a Web page. Each Web page has a unique address called a Uniform Resource Locator or URL. The URL (pronounced U-R-L) is the specific address of a Web page.

Address Bar - The Address Bar is an excellent tool that can be used for navigating the Web. If you know the address of a page you want to visit, type the URL in the Address Bar. Then press Enter on the keyboard or click on the word Go on the right side of the Address Bar.

The power of the computer really shines through with a feature called AutoComplete which is built into Internet Explorer. If you start typing a Web address that you have previously used, a list of matching addresses appears. The addresses of all the Web sites that you have visited are kept in the computer memory. Your browser will locate an address that you have previously typed in the Address Bar by searching for similar addresses trying to find a match. As you type each letter, the list is refined to match your typing. You can choose one of these addresses by simply moving your mouse over the name and clicking.

Lesson 4: Navigating Web Pages and Web Sites

Hyperlinks - An easy way to move around on the World Wide Web is by hyperlinks, which are sometimes called hot links. These links provide a connection between Web pages that allows for amazingly easy access to other Web pages. A link or hyperlink can be text, an icon, a picture, or an icon that moves a user from one Web page or Web site to another. A hyperlink has an unseen Web address imbedded in it. Positioning your cursor on a hyperlink and clicking your mouse will take you to the Web page whose address is embedded in the hyperlink. So, if I am writing something about The Encyclopedia Britannica, I can simply add a hyperlink to the text and it will become <http://www.britannica.com/>. You can tell that this text has a hyperlink hidden in it because it is a different color and because it is underlined. Just click on the hyperlinked word and presto—you go off to the world of the underlined word, in this case, the Encyclopedia Britannica Web site. Hyperlinks are a great way to easily find out more about a particular word or concept.

Slider & Arrows - Scrolling is an easy way to navigate on a Web page. You can scroll up and down and side to side by using either the horizontal or vertical onscreen scroll bars on the bottom and right side of the screen. To scroll using the onscreen scroll bars, simply position your cursor on the slider on the scroll bar. Hold the mouse button down and drag the slider up and/or down on the vertical scroll bar (or side to side on the horizontal scroll bar). You can also position your cursor over the arrows at the top and the bottom of the vertical scroll bar (left and right sides of the horizontal scroll bar) to move one line at a time.

Lesson 5: Finding Things

Search - Now we are ready to tackle the middle segment of the Tool Bar. Back to those icons that do much of the work for us when surfing the Web. The first icon in this section is the magnifying glass or the Search icon.

Search Icon - The outstanding value of the computer is the access that it offers to information. But users need some help in getting to that great source of information. And here is that help — the Search feature. The computer has a great program to find a particular area of content for documents that contain certain keywords, the search feature.

To use the Search feature, click the Search icon (magnifying glass) on the Tool Bar and you will gain access to a search engine. In the Search bar, type that word or phrase that describes what you're looking for. Try to keep your topic as

short and specific as possible. When your search results appear, you can view the individual Web pages without losing your list of search results.

Search Box - You can also search directly from the Address Bar. Just type common names or words, and your browser can automatically take you to the site that most likely matches what you are searching for. Your browser will list other likely sites as well. Just type common names or words in the Address Bar, and then click Go.

Favorites - The next icon in this center section of the Tool Bar is Favorites, the real stars of your Internet show. You will easily recognize the folder with the star (asterisk) as your Favorites icon.

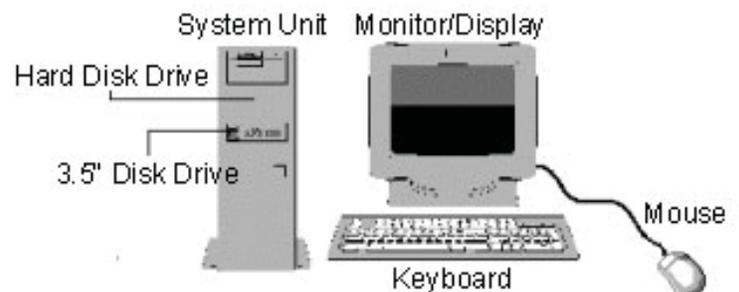
The real trick to the Internet is having it work for you. There is so much information available that you must be able to manage it rather than it manage you. Favorites are just what they sound like — your favorite sites on the Internet. Better than that, this special function offers you an express ride to your favorite and/or most visited sites on the Web. When you find Web sites or pages that you like, you can keep track of them using the Favorites feature, making them easy to return to in the future. Favorites is a customized list of links to your most frequently used and popular online areas or Web sites.

Dropdown Favorite List - Wasn't that a snap. It's easy to add a Web page to your list of Favorites. After you have done that, any time you want to open that page, all you have to do is click the Favorites icon on the main Tool Bar. You will then be given a dropdown menu from which you can open one of your favorite pages. After you add a site to your list of Favorites, you can access it at any time from your list with a simple click of your mouse.

History - Your trusty Tool Bar offers another feature for retracing your surfing steps — the History icon. This icon will offer you the option of revisiting a Web site you have previously visited during your last several Internet sessions. This is a real treat and can save you from having to type long, complicated URLs in the search box. Get to know the icon that represents History. It is a sundial. The History function will let you sort and choose sites to revisit by date, by site, by most visited, by order visited today, and even by search.

Glossary of Computer Terms

Hardware - Hardware describes the physical parts of a computer system. The main components are the system unit, the monitor (display screen), the keyboard, the mouse and disk drives. The components are illustrated below.



Keyboard - The keyboard is used to enter instructions and information into your computer. Following is a description of the function of some keyboard keys.

- Backspace key - Use the Backspace key to erase characters (letters, numbers, punctuation etc.)
- Control key - This key, labeled with Ctrl is used in conjunction with other keys to cause the computer to perform some action.

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- Delete key - Delete allows you to erase characters on the right of the insertion point.
- Enter key - When you type text, this key acts like a carriage return key on a typewriter or "line down" key to start a new line of text. The Enter key also is used to signal to the computer that you have finished entering data and want the computer to act on that data. Pressing Enter is like saying "Yes" or "OK" to your computer.
- Esc (ape) key - This key, on the upper left corner of the keyboard, is the "When All Else Fails" key. If you have taken some action that you realize was not a correct one, and you don't see any command on the screen that will let you correct it, try pressing Esc. Often the program will go back to your previous action and give you a chance to correct the mistake.
- Numeric keypad - The layout of the area labeled Numeric keypad is similar to an adding machine. It provides a convenient way to enter numeric information without having to use the number keys on the top row of the keyboard.

Monitor - display screen.

Mouse - The mouse is a pointing device. It is also a selecting device. When you move the mouse around on your mouse pad, you cause a pointer on your monitor to move in the same direction. When the pointer rests on an item on the screen, you can select (highlight) that item by clicking a button on the mouse.

Mouse pointer - The mouse pointer takes on different shapes where you position the pointer on the computer screen. Some of the shapes are:

- Arrow - is the most common pointer shape and is the standard. The arrow is used to point to or to click on items.
- Two-directional arrow - When the pointer crosses any margin or borders of a window it changes to the two-directional arrow. It is used to change the size of a window or an object.
- Busy (hourglass) - An hourglass appears when the computer is busy doing something like opening or saving a large document. The computer will not respond to any commands while this symbol is present on the screen.
- I-bar - When the pointer moves within the area where text can be typed or edited, it appears in the shape of an I-bar. When you click the mouse button, an insertion point appears where you begin to type or edit text.

active - Refers to the state of the window that you are using that is currently selected.

arrow keys - On your computer keyboard, the keys you use to navigate around your screen. Each key is marked with an arrow and is referred to by the direction in which the arrow points. There is an UP ARROW, DOWN ARROW, LEFT ARROW and RIGHT ARROW key.

boot - The process of turning the computer on and getting the operating system running.

browser - A program to find, read, edit and print information from the World Wide Web.

click - To press and immediately release the mouse button. To click on something means to position the pointer on it and press and release the mouse button.

close - To deactivate a program or document.

command - A word or phrase, usually found in a menu, that you click on or select in order to carry out an action.

desktop - The main screen for Windows on which the taskbar and icons appear.

dialog box - A window displayed by the system or program application.

email - To exchange messages and computer files over a communication network, such as the Internet.

exit - To terminate operation of a program, application or function.

home page - The main page of a web site.

hyperlink - (link) A highlighted, colored, or underlined word, phrase or other object on a web page that when clicked will cause a new page to be displayed.

icon - A small image displayed on the screen to represent some item (such as a folder or software program), action or command (such as print or copy) that can be activated by the user.

Internet - A vast, world-wide communications network between computers.

menu - A list of command options displayed on the software window.

menu bar - A rectangular bar at the top of the applications window that displays available menus.

mouse - A hand-held movable device used to activate computer functions.

pointer - The symbol (I-bar, arrow or other) directed by moving the mouse.

save - To copy a file from temporary storage (RAM) to permanent storage (a floppy or hard disk). If a file with the same name already exists in the same location, it will be replaced with the current one.

scroll - To move through text or graphics (up, down, left or right) in a window in order to see parts of a document or list that cannot fit on the screen.

toolbar - A row, column or block of on-screen buttons or icons. When the user clicks on these buttons or icons, certain functions of the application are activated. The toolbars can sometimes be customized by adding or deleting buttons.

URL - (Uniform Resource Locator) The address of a Web page on the Internet

Web - (World Wide Web) Part of the Internet.

web page - A file containing text and graphic data displayed on a web site.

web site - A group of related web pages.

window - A rectangular area on the screen in which an application or document is viewed. A window can be opened, closed, moved and the size can be changed. Several windows may be open at one time.

Windows - The operating system made by the Microsoft Corporation and used by a majority of personal computers.

Mental Health & Substance Abuse Treatment Services

Agency: Oklahoma Department of Mental Health & Substance Abuse Services, 1200 NE 13th Street, Oklahoma City, OK 73152
(405) 522-3908 / Toll Free: (800) 522-9054 <http://www.odmhsas.org>

Located within mental health service areas in Oklahoma is a publicly supported community mental health center. Most have satellite offices or other specialized programs within their service areas. These centers provide emergency intervention, assessment, counseling, psychosocial rehabilitation, case management, and community support services designed to assist adult mental health clients in living as independently as possible.

The Department operates or contracts with more than 40 substance abuse treatment centers across Oklahoma, many with satellite offices. Among these programs' offerings are assessment and referral, detoxification, outpatient counseling, residential treatment, substance abuse education, substance abuse treatment, transitional living, and aftercare services. Some programs are designed with the needs of specific groups in mind, such as women with children, adolescents, or Native Americans. The listings to follow show the Department's mental health and substance abuse treatment programs by city, then by services provided.

ADA

Rolling Hills Hospital
1000 Rolling Hills Lane
Ada, OK 74820
(580) 436-3600
Services: Mental health services
<http://www.rollinghillshospital.com>

Ada Area Chemical Dependency
Ctr. Inc.
704 N. Oak Avenue, Rm. 20-21
Ada, OK 74820
(580) 332-3001
Services: Substance abuse
treatment services

ALTUS

New Hope of Mangum
710 E. Sutherland St.
Altus, OK 73521
(580) 477-2871
Services: Substance abuse
treatment services
<http://www.newhopeofmangum.com>

ANTLERS

Counseling Ctr. of SE Okla.
107 S. High St.
Antlers, OK 74523
(580) 298-2830
Services: Mix of mental health and
substance abuse services
<http://www.Okla.therapy.com>

ARDMORE

Mental Health and Substance
Abuse Ctr's of S. OK/Pontotoc
County
PO Box 189, Ardmore OK 73401
(580) 436-2690
Services: Mix of mental health and
substance abuse services
<http://www.mhssso.org>

Arbuckle Life Solutions Inc.
9 10th Avenue NW
Ardmore, OK 73401
(580) 226-1656
Services: Substance abuse
treatment services
<http://www.arbucklelifesolutions.com>

Broadway House Inc.
221 2nd Avenue NW
Ardmore, OK 73401
(580) 226-3252
Services: Substance abuse
treatment services

Fresh Start Treatment Ctr. Inc.
713 NW 12th
Ardmore, OK 73401
(580) 224-0000
Services: Substance abuse
treatment services

Mental Health and Subst Abuse
Ctr's of Southern Okla. Vantage
Pointe
PO Box 189
Ardmore, OK 73401
(580) 223-5070 ext. 135
Services: Substance abuse
treatment services
<http://www.mhssso.org>

Southern Okla. Treatment Services
DBA Ardmore
905 Holiday Dr
Ardmore, OK 73401
(580) 326-5003
Services: Substance abuse
treatment services
<http://www.treatmentservices.org>

ATOKA

Phoenix Gate Inc.
309 E. Court St.
Atoka, OK 74525
(580) 364-0700
Services: Substance abuse
treatment services
<http://www.phoenixgateok.org>

BARTLESVILLE

Family Crisis and Counseling Ctr.
Inc. DBA Turning Point Alcohol and
Drug Ctr.
PO Box 5016
Bartlesville, OK 74003
(918) 336-1188 ext. 14
Services: Substance abuse
treatment services
<http://www.familycrisis.us>

BROKEN ARROW

Recovery Plus Family Counseling
Ctr.
817 S. Elm Place, Ste. B
Broken Arrow, OK 74012
(918) 258-6900
Services: Substance abuse
treatment services
<http://www.recoveryplusaod.com>

CANADIAN

Narconon of Okla. Inc. Narconon
Arrowhead
HC 67, PO Box 5
Canadian, OK 74425
(800) 468-6933
Services: Substance abuse
treatment services
<http://www.stopaddiction.com>

CHANDLER

Gateway to Prevention and
Recovery
710 Manvel St.
Chandler, OK 74834
(405) 240-5333
Services: Substance abuse
treatment services
<http://www.gatewaytoprevention.org>

CHOCTAW

Tri-City Youth and Family Ctr. Inc.
PO Box 695
Choctaw, OK 73020
(405) 390-8131
Services: Mix of mental health and
substance abuse services

CLAREMORE

Rogers County Drug Abuse
Program Inc.
1010 E. Will Rogers Blvd..
Claremore, OK 74018
(918) 342-3334
Services: Substance abuse
treatment services

CLINTON

George Hawkins Memorial
Treatment Ctr. Cheyenne Arapaho
Substance Abuse
10320 N. Airport Rd.
Clinton, OK 73601
(580) 331-2370
Services: Substance abuse
treatment services
<http://www.c-a-tribes.org>

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CUSHING

Cushing Valley Hope
PO Box 472
Cushing, OK 74023
(918) 225-1736
Services: Substance abuse treatment services
<http://www.valleyhope.com>

DUNCAN

Dayspring Community Services
1105 W. Main St.
Duncan, OK 73533
(580) 255-4323
Services: Substance abuse treatment services
<http://www.dayspringcommunity.org>

DURANT

Counseling Ctr. of SE Okla.
103 N. 3rd St.
Durant, OK 74701
(580) 298-2830
Services: Mix of mental health and substance abuse services
<http://www.Okla.therapy.com>

Mental Health Services of Southern Okla./Bryan County
1001 W. Main St.
Durant, OK 74701
(580) 924-7330
Services: Mix of mental health and substance abuse services
<http://www.mhssso.org>

Kiamichi Council on Alcoholism and Other Drug Abuse Inc.
307 W. Elm St., Ste. 1
Durant, OK 74701
(580) 924-6692
Services: Substance abuse treatment services

Premier Family Life & Trtmnt Ctr.
1314 W. Evergreen St.
Durant, OK 74701
(580) 931-9973
Services: Substance abuse treatment services

Shekinah Counseling Services
Durant, OK 74702
(580) 924-6358
Services: Substance abuse treatment services
<http://www.handsofhope.info>

EDMOND

Edmond Family Counseling Inc.
Outpatient Drug/Alcohol Services
1251 N. Broadway, Ste. C
Edmond, OK 73034
(405) 341-3554
Services: Mix of mental health and substance abuse services
<http://www.edmondfamilycounseling.org>

EL RENO

Gary E Miller Canadian County Childrens Justice Ctr.
7905 E. Highway 66
El Reno, OK 73036
(405) 262-0202
Services: Substance abuse treatment services
<http://www.canadiancokids.com>

ELK CITY

Diversif ed Family Services
PO Box 2438
Elk City, OK 73648
(580) 225-4337
Services: Mix of mental health and substance abuse services

ENID

Youth and Family Services of N. Central Okla. Inc.
605 W. Oxford St.
Enid, OK 73701
(580) 233-7220
Services: Mix of mental health and substance abuse services
<http://www.yfsenid.org>

Okla. Addiction Specialists Inc. Services (OASIS)
PO Box 641
Enid, OK 73702
(580) 234-8222
Services: Substance abuse treatment services

Vans House
701 W. Main St.
Enid, OK 73701
(580) 233-6070
Services: Substance abuse treatment services
<http://www.vanshouse.com>

YWCA Ref ections Halfway House
525 S. Quinsy St.
Enid, OK 73701
(580) 234-7581
Services: Substance abuse treatment services
<http://www.ywcaenid.com>

EUFAULA

Creek Nation Behavioral Health
104 Alexander Dr.
Eufaula, OK 74432
(918) 618-2168
Services: Mix of mental health and substance abuse services

GROVE

House of Hope Inc.
PO Box 451585
Grove, OK 74344
(918) 786-2930
Services: Substance abuse treatment services
<http://www.houseofhopegrove.com>

GUTHRIE

Eagle Ridge Family Treatment Ctr.
PO Box 1182
Guthrie, OK 73044
(405) 282-8232
Services: Mix of mental health and substance abuse services
<http://www.eagleridgeinstitute.com>

Last Daze Recovery Ctr. Corp.
821 S. Division St.
Guthrie, OK 73044
(405) 293-6200
Services: Mix of mental health and substance abuse services

Logan Community Services Inc.
4710 S. Division St.
Guthrie, OK 73044
(405) 282-5524
Services: Mix of mental health and substance abuse services
<http://www.logancommunityservices.org>

Four Winds Ranch Recovery Ctr. for Adolescent Females LLC
501 N. Sanata Fe St.
Guthrie, OK 73044
(405) 260-0212
Services: Substance abuse treatment services
<http://www.fourwindsranchrtc.com>

GUYMON

N.W. Ctr. for Behavioral Health
Outpatient Satellite
5120 NE Highway 54
Guymon, OK 73942
(580) 256-8615
Services: Mix of mental health and substance abuse services

Next Step Network
1004 Highway 54 NE
Guymon, OK 73942
(580) 338-7259
Services: Mix of mental health and substance abuse services
<http://www.nextstepnetwork.com>

HUGO

Southern Okla. Treatment Services
DBA Hugo
1213 E. Jackson St.
Hugo, OK 74743
(580) 326-7400
Services: Mix of mental health and substance abuse services
<http://www.treatmentservices.org>

IDABEL

Kiamichi Council on Alcoholism and Other Drug Abuse Inc.
104 NE Avenue A, PO Box 689
Idabel, OK 74745
(580) 286-3301
Services: Mix of mental health and substance abuse services

Kiamichi Council on Alcoholism and Other Drug Abuse Inc.
PO Box 689
Idabel, OK 74745
(580) 326-7862
Services: Substance abuse treatment services

LAWTON

Cornerstone Clinical Services Inc.
807 SW F Avenue
Lawton, OK 73501
(580) 595-7000
Services: Mental health services
<http://www.ccsok.net>

Jim Taliaferro CMHC
602 SW 38th St.
Lawton, OK 73505
(580) 248-5780
Services: Mix of mental health and substance abuse services

New Pathways Halfway House
1401 NE Lawrie Tatum Rd.
Lawton, OK 73507
(580) 248-3654
Services: Mix of mental health and substance abuse services

Marie Detty Youth and Family Service Ctr. Inc.
605 W. Gore, Ste. 1
Lawton, OK 73501
(580) 250-1406
Services: Substance abuse treatment services
<http://www.mariedetty.com>

Roadback Inc.
PO Box 3198
Lawton, OK 73501
(580) 357-4390
Services: Substance abuse treatment services
<http://www.roadbacklawton.com>

MANGUM

New Hope of Mangum Chemical Dependency Unit
PO Box 386
Mangum, OK 73554
(580) 782-3337
Services: Substance abuse treatment services
<http://www.newhopeofmangum.com>

MARIETTA

Morning Star Adolescent Treatment Unit
Rt. 3, PO Box 19
Marietta, OK 73448
(580) 276-5443
Services: Mix of mental health and substance abuse services

MAUD

Clay Crossing Foundation Inc.
32018 Highway 59
Maud, OK 74854
(405) 374-1225
Services: Substance abuse treatment services
<http://www.claycrossing.com>

McALESTER

Professional Counseling and Consulting Services PC
400 E. Wyandotte Avenue
McAlester, OK 74501
(918) 420-5238
Services: Mix of mental health and substance abuse services

Southeastern Okla. Family Services Social Services Inc.
PO Box 3655
McAlester, OK 74502
(918) 424-9058
Services: Mix of mental health and substance abuse services

Oaks Rehab Health Ctr.
628 E. Creek St.
McAlester, OK 74501
(918) 423-6030
Services: Substance abuse treatment services
<http://www.theoaksrehab.org>

Oaks Rehabilitative Services Ctr.
PO Box 1404
McAlester, OK 74502
(918) 689-3265
Services: Substance abuse treatment services
<http://www.theoaksrehab.org>

MEAD

Southeastern Okla. Family Services
PO Box 48
Mead, OK 73449
(580) 255-4323
Services: Mix of mental health and substance abuse services

Southern Okla. Treatment Services
PO Box 48
Mead, OK 73449
(580) 745-9083
Services: Substance abuse treatment services
<http://www.treatmentservices.org>

MIAMI

Inter Tribal Substance Abuse Prevention and Treatment Ctr.
515 E. Central
Miami, OK 74354
(918) 542-5543
Services: Substance abuse treatment services

Northeastern Okla. Council on Alcoholism Inc.
130 W. Steve Owens Blvd..
Miami, OK 74354
(918) 542-2845
Services: Substance abuse treatment services
<http://www.nocacares.org>

Quapaw Counseling Services
PO Box 876
Miami, OK 74354
(405) 672-3033
Services: Substance abuse treatment services
<http://www.qcs-okc.com>

Quapaw Tribal Substance Abuse Services
PO Box 311
Miami, OK 74355
(918) 542-4232
Services: Substance abuse treatment services
<http://www.quapawtribe.com>

MIDWEST CITY

Mid Del Youth and Family Ctr. Inc.
316 S. Midwest. Blvd..
Midwest City, OK 73110
(405) 733-5437
Services: Mix of mental health and substance abuse services

MOORELAND

White Horse Ranch LLC
1601 Wilkie Rd.
Mooreland, OK 73852
(580) 994-5649
Services: Mix of mental health and substance abuse services
<http://www.whitehorseranch.org>

MUSKOGEE

Green Country Behavioral Health Sers Alcohol and Drug Abuse Services
619 N. Main St.
Muskogee, OK 74401
(918) 682-8407
Services: Mental health services

Jack C Montgomery VAMC
1011 Honor Heights Dr.
Muskogee, OK 74401
(918) 577-3000
Services: Mental health services

Muskogee County Council of Youth Services
4009 Eufaula Avenue
Muskogee, OK 74403
(918) 682-2841 ext. 254
Services: Mix of mental health and substance abuse services
<http://www.mccys.org>

Monarch Inc.
2310 W. Broadway St.
Muskogee, OK 74401
(918) 682-7210
Services: Substance abuse treatment services
<http://www.monarchok.org>

NORMAN

Communityworks LLC
122 E. Eufaula St.
Norman, OK 73069
(405) 447-4499
Services: Mental health services
<http://www.cworksok.com>

Crossroads Youth and Family Servs Inc.
1650 W. Tecumseh Rd., Ste. 500
Norman, OK 73069
(405) 321-0240
Services: Mental health services
<http://www.crossroadsyfs.com>

4UN Counseling PLLC
210 E. Main, Ste. 210
Norman, OK 73069
(405) 801-2488
Services: Mix of mental health and substance abuse services

Okla. Families First Inc.
2227 W. Lindsey St., Ste. 1550
Norman, OK 73069
(405) 379-5256
Services: Mix of mental health and substance abuse services

NAIC/Norman Addiction Information and Counseling
215 W. Linn St.
Norman, OK 73070
(405) 321-0022
Services: Substance abuse treatment services
<http://www.naichelp.org>

OKEMAH

H Chandler and Associates LLC
120 S. 4th St.
Okemah, OK 74859
(918) 623-1199
Services: Mix of mental health and substance abuse services

OKLAHOMA CITY

Aurora Counseling Services Inc.
6803 S. Western Avenue, Ste. 401
Okla. City, OK 73139
(405) 634-4434
Services: Mix of mental health and substance abuse services

Cope Inc.
2701 N. Okla. Avenue
Okla. City, OK 73105
(405) 528-8686 ext. 200
Services: Mix of mental health and substance abuse services
<http://www.okcopelnc.org>

Cornerstone Counsel./Consult. Inc.
312 NE 28th St., Ste. 101
Okla. City, OK 73105
(405) 231-3150
Services: Mix of mental health and substance abuse services
<http://www.cornerstonecounselinginc.org>

Drug Recovery Inc. DBA Catalyst Behavioral Services
3033 N. Walnut Avenue, W. Bldg.
Okla. City, OK 73105
(405) 232-9804
Services: Mix of mental health and substance abuse services
<http://www.catalysthelp.org>

Eagle Ridge Institute Alcohol & Drug Program
601 NE 63rd
Okla. City, OK 73105
(918) 485-3554
Services: Mix of mental health and substance abuse services
<http://www.eagleridgeinstitute.com>

Effective Transitions Inc.
245 W. Wilshire St., Ste. A
Okla. City, OK 73116
(405) 286-3900
Services: Mix of mental health and substance abuse services
<http://www.etiok.com>

Enrichment Ctr.
Reach for the Light Inc.
1418 Linwood Blvd..
Okla. City, OK 73106
(405) 601-0295
Services: Mix of mental health and substance abuse services
<http://www.reachfortheight.com>

GMO Urban Ministries Inc.
PO Box 11165
Okla. City, OK 73136
(405) 424-2280
Services: Mix of mental health and substance abuse services

Jordans Crossing Inc.
301 SW 74th St.
Okla. City, OK 73139
(405) 604-9644 ext. 101
Services: Mix of mental health and substance abuse services
<http://www.jordanscrossinginc.org>

Lighthouse Counseling Srv. Inc.
3837 NW 23rd St.
Okla. City, OK 73107
(405) 942-8115
Services: Mix of mental health and substance abuse services

Maximus Counseling Inc.
5714 S. Western Avenue
Okla. City, OK 73109
(405) 601-1154
Services: Mix of mental health and substance abuse services

New Day Recovery Youth & Family Services Inc.
4420 N. Lincoln Blvd..
Okla. City, OK 73105
(405) 525-0452
Services: Mix of mental health and substance abuse services
<http://www.newdayrecovery.webs.com>

Okla. Mental Health Council Inc.
DBA Red Rock Behav Hlth Servs (PACT)
4400 N. Lincoln Blvd..
Okla. City, OK 73105
(405) 425-0355
Services: Mix of mental health and substance abuse services
<http://www.red-rock.com>

Open Options Inc.
2401 NW 39th St., Ste. 103
Okla. City, OK 73112
(405) 557-1655
Services: Mix of mental health and substance abuse services

Pathways Prof. Counseling Inc.
2212 NW 50th St., Ste. 241-C
Okla. City, OK 73112
(405) 842-7284
Services: Mix of mental health and substance abuse services
<http://www.teampathways.com>

Southern OK Treatment Serv. Inc.
4149 Highland Blvd., Ste. 380
Okla. City, OK 73108
(405) 942-7650
Services: Mix of mental health and substance abuse services
<http://www.treatmentservices.org>

Specialized Outpatient Serv. Inc.
5208 N. Classen Circle
Okla. City, OK 73118
(405) 810-1766
Services: Mix of mental health and substance abuse services
<http://www.okcsos.com>

Turning Point S.
1607 SW 15th St.
Okla. City, OK 73108
(405) 634-0508
Services: Mix of mental health and substance abuse services
<http://www.caaofokc.org>

A Chance to Change Foundation
5228 Classen Circle
Okla. City, OK 73118
(405) 840-9000
Services: Substance abuse treatment services
<http://www.achancetochange.org>

Behavioral Health Group Med. Ctr.
5401 SW 29th St.
Okla. City, OK 73179
(405) 681-2003
Services: Substance abuse treatment services

Care For Change Inc.
3621 Kelley Avenue, Ste. 100
Okla. City, OK 73111
(405) 524-5525
Services: Substance abuse treatment services

Community House
1501 NE 11th St.
Okla. City, OK 73117
(405) 230-1138
Services: Substance abuse treatment services
<http://www.catalysthelp.org>

Family Develop./Intervention Servs
5131 N. Classen Blvd., Ste. 110
Okla. City, OK 73118
(405) 767-1261
Services: Substance abuse treatment services

Family Rec. Counseling Ctr. Inc.
3700 Classen Blvd., Ste. 240
Okla. City, OK 73118
(405) 606-8406
Services: Substance abuse treatment services

Mission Treatment Ctr's DBA The Life Improvement Ctr.
1214 N. Hudson St.
Okla. City, OK 73103
(405) 239-6815
Services: Substance abuse treatment services

Referral Ctr. for Alcohol and Drug Services of Central Okla. Inc.
1215 NW 25th St.
Okla. City, OK 73106
(405) 525-2525
Services: Substance abuse treatment services
<http://www.trcook.com>

Rightway Medical
9017 S. I-35 Service Rd.
Okla. City, OK 73160
(405) 616-3366
Services: Substance abuse treatment services

Saint Anthonys Hospital Start Recovery and Treatment Program
2129 SW 59th St.
Okla. City, OK 73159
(405) 713-5710
Services: Substance abuse treatment services
<http://www.saintsok.com>

Total Life Counseling Foundation (TLC)
3000 United Fndrs. Blvd., Ste. 239
Okla. City, OK 73112
(405) 840-7040
Services: Substance abuse treatment services

Valley Hope Drug and Alcohol Ctr.
6110 NW 63rd St.
Okla. City, OK 73132
(405) 946-7337
Services: Substance abuse
treatment services
<http://www.valleyhope.com>

Veterans Affairs Medical Ctr.
Substance Abuse Treatment Ctr.
921 NE 13th St., Unit 116-C
Okla. City, OK 73104
(405) 270-0501 ext. 5555
Services: Substance abuse
treatment services
<http://www.oklahoma.va.gov>

OKMULGEE

Creek Nation Behavioral Health
and Substance Abuse Services
100 W. 7th St.
Okmulgee, OK 74447
(918) 758-1910
Services: Mix of mental health and
substance abuse services

PAWHUSKA

Osage Nation Counseling Ctr.
Substance Abuse Program
518 Leahy Avenue
Pawhuska, OK 74056
(918) 287-5422
Services: Substance abuse
treatment services
<http://www.osagetribe.com>

PRT Res. Inpatient Treatment
1011 Grandview St.
Pawhuska, OK 74056
(918) 287-5417
Services: Substance abuse
treatment services
<http://www.osagetribe.org>

PAWNEE

Community Alcoholism Services
501 6th St.
Pawnee, OK 74058
(918) 762-3686
Services: Substance abuse
treatment services

PONCA CITY

Edwin Fair Community Mental
Health Ctr. Inc.
1500 N. 6th St.
Ponca City, OK 74601
(580) 762-7561 ext. 108
Services: Mental health services
<http://www.efcmhc.com>

Bridgeway Inc.
PO Box 883
Ponca City, OK 74602
(580) 762-1462
Services: Substance abuse
treatment services

Social Development Ctr.
210 Starting Point Dr.
Ponca City, OK 74601
(580) 762-6617
Services: Substance abuse
treatment services

POTEAU

KI BOIS Community Action
Foundation DBA The Oaks RSC
108 S. Witte St.
Poteau, OK 74953
(918) 647-3546
Services: Substance abuse
treatment services
<http://www.theoaksrehab.org>

PRYOR

Pushmataha Counseling Serv. Inc.
205 S. Adair St.
Pryor, OK 74361
(918) 825-4872
Services: Substance abuse
treatment services
<http://www.treatment-centers.net/>

RED ROCK

Otoe Missouri Tribe Substance
Abuse Program
8151 N. Highway 177
Red Rock, OK 74651
(580) 723-4466 ext. 259
Services: Substance abuse
treatment services
<http://www.omtribe.org>

ROLAND

Okla. Treatment Services LLC
PO Box 1019
Roland, OK 74954
(918) 427-3344
Services: Substance abuse
treatment services

SHAWNEE

Absentee Shawnee Tribe
Substance Abuse Program
2025 S. Gordon Cooper Dr. Bldg 19
Shawnee, OK 74801
(405) 275-3200
Services: Substance abuse
treatment services
<http://www.astribe.com>

Gateway to Prev. and Recovery
1010 E. 45th St.
Shawnee, OK 74804
(405) 273-1170
Services: Substance abuse
treatment services
<http://www.gatewaytoprevention.org>

STILLWATER

Payne County Youth Services Inc.
2224 W. 12th St.
Stillwater, OK 74074
(405) 377-3380
Services: Mental health services
<http://www.pcys.org>

Payne Cnty Counseling Serv. Inc.
PO Box 728
Stillwater, OK 74076
(405) 372-0198
Services: Substance abuse
treatment services
<http://www.paynecountycounselingservices.com>

Starting Point II Inc.
608 Highpoint Dr.
Stillwater, OK 74075
(405) 377-1517
Services: Substance abuse
treatment services

STILWELL

Bill Willis Community Mental Hlth
and Subst Abuse Ctr. Adair County
Satellite
716 S. 2nd St., Ste. 103
Stilwell, OK 74960
(918) 696-6212
Services: Mix of mental health and
substance abuse services

TAHLEQUAH

Bill Willis Community Mental Hlth
and Substance Abuse Ctr.
PO Box 558
Tahlequah, OK 74465
(918) 207-3000
Services: Mix of mental health and
substance abuse services

Jack Brown Reg. Treatment Ctr.
Tahlequah, OK 74465
(918) 453-5503
Services: Substance abuse
treatment services
<http://www.cherokee.org>

TALIHINA

Choctaw Nation Chi Hullo Li
Rt. 2, Box 1774
Talihina, OK 74571
(918) 567-2905
Services: Substance abuse
treatment services
<http://www.choctawnation.com>

Choctaw Nation Recovery Ctr.
Highway 63-A, Rt. 2, PO Box 1600
Talihina, OK 74571
(918) 567-2389
Services: Substance abuse
treatment services

TONKAWA

Tonkawa Tribe Substance Abuse
Program
1 Rush Buffalo Rd.
Tonkawa, OK 74653
(580) 628-7020 ext. 19
Services: Substance abuse
treatment services

TULSA

Indian Healthcare Resource Ctr. of
Tulsa Inc.
550 S. Peoria Avenue
Tulsa, OK 74120
(918) 588-1900 ext. 3241
Services: General health services
<http://www.ihcrc.org>

Parkside Psych. Hospital and Clinic
1620 E. 12th St.
Tulsa, OK 74120
(918) 582-2131
Services: Mental health services
<http://www.parksideinc.org>

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TULSA (continued)

Family and Childrens Services
2325 S. Harvard, Ste. 400
Tulsa, OK 74106
(918) 587-9471
Services: Mix of mental health and substance abuse services
<http://www.fcsok.org>

Tulsa Ctr. For Behavioral Health
2323 S. Harvard St.
Tulsa, OK 74114
(918) 293-2140
Services: Mix of mental health and substance abuse services

Tulsa Outpatient Clinic
10159 E. 11th St., Ste. 100
Tulsa, OK 74128
(918) 628-2500
Services: Mix of mental health and substance abuse services
<http://www.visn16.va.gov>

12 and 12 Inc.
6333 E. Skelly Dr.
Tulsa, OK 74135
(918) 664-4224 ext. 1021
Services: Substance abuse treatment services
<http://www.12and12.org>

Ace DUI School Inc. DBA Addition Recovery
4528 S. Sheridan Rd., Ste. 101
Tulsa, OK 74145
(918) 398-7979
Services: Substance abuse treatment services
<http://www.addictionrecovery.com>

ActionSteps Counseling Inc.
5524 E. 51st St., Ste. 210
Tulsa, OK 74135
(918) 764-9098
Services: Substance abuse treatment services
<http://www.actionstepstulsa.com>

Ctr. Point Inc.
3637 N. Lewis St.
Tulsa, OK 74110
(918) 425-7500
Services: Substance abuse treatment services
<http://www.cpinc.org>

Domestic Violence Intervention Services Inc.
4300 S. Harvard Avenue, Ste. 100
Tulsa, OK 74135
(918) 585-3170
Services: Substance abuse treatment services
<http://www.dvis.org>

How Foundation Recovery Ctr.
PO Box 470058
Tulsa, OK 74147
(918) 252-5739
Services: Substance abuse treatment services

Human Skills and Resources Inc.
2140 S. Harvard Avenue
Tulsa, OK 74114
(918) 747-6377
Services: Substance abuse treatment services
<http://www.humanskills.org>

Keetoowah Cherokee Treatment Services
2727 E. Admiral Place
Tulsa, OK 74110
(918) 835-3017
Services: Substance abuse treatment services
<http://www.kctxs.com>

New Choice Inc.
2761 E. Skelly Dr., Ste. 700
Tulsa, OK 74105
(918) 663-6057 ext. 1
Services: Substance abuse treatment services
<http://www.drandyvan.mysite.com>

Palmer Continuum of Care
3015 E. Skelly, Ste. 270
Tulsa, OK 74105
(918) 832-7763
Services: Substance abuse treatment services
<http://www.palmer-tulsa.org>

Substance Abuse Services Inc.
7950 E. 41st St.
Tulsa, OK 74145
(918) 828-9000
Services: Substance abuse treatment services
<http://www.sastulsa.com>

Tulsa Boys Home
PO Box 1101
Tulsa, OK 74101
(918) 245-0231
Services: Substance abuse treatment services
<http://www.tulsaboyshome.org>

Tulsa Rightway Medical
6848 E. 41st St.
Tulsa, OK 74145
(918) 610-3366
Services: Substance abuse treatment services
<http://www.tulsarightwaymedical.com>

Tulsa Women and Childrens Ctr.
Palmer Continuum of Care
2442 E. Mohawk Blvd.
Tulsa, OK 74110
(918) 430-0975
Services: Substance abuse treatment services
<http://www.palmer-tulsa.org>

VALLIANT
Valliant House LLC
300 N. Dalton St.
Valliant, OK 74764
(580) 933-7031
Services: Substance abuse treatment services
<http://www.vallianthouse.com>

VINITA

ROCMND Area Youth Services Inc.
PO Box 912
Vinita, OK 74301
(918) 256-7518
Services: Mix of mental health and substance abuse services

Rose Rock Recovery Ctr.
24919 S. 4420 Rd.
Vinita, OK 74301
(918) 256-9210
Services: Mix of mental health and substance abuse services

WAYNOKA

N.W. Substance Abuse Treatment Women and Children
1095 Nickerson St.
Waynoka, OK 73860
(580) 824-0674
Services: Substance abuse treatment services

WOODWARD

Lighthouse Substance Abuse Services of N.W. Ctr. Behavioral Health
5050 Williams Avenue
Woodward, OK 73801
(580) 256-9700
Services: Mix of mental health and substance abuse services

YUKON

Ctr. For Positive Change Inc.
1607 Professional Circle
Yukon, OK 73099
(405) 265-2800
Services: Mental health services
<http://www.cpcfamilyservices.com>

Probation and Parole - CENTRAL DISTRICT

Oklahoma County Intake Office
217 N. Harvey, Ste. 301
Oklahoma City, OK 73102
(405) 319-3560

Administrative Office (METRO)
1131 W. Sheridan Avenue
Oklahoma City, OK 73106
(405) 778-7100

Probation and Parole - TULSA COUNTY DISTRICT

Tulsa County District Office
440 S. Houston, Ste. 701
Tulsa, OK 74127
(918) 581-2931

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Probation and Parole - NORTHEAST DISTRICT, 3031 N. 32nd Street, Muskogee, OK 74401, (918) 680-6600

Bartlesville Sub-Off ce 3925 E. Frank Phillips Blvd.. Bartlesville, OK 74006 (918) 335-9348 Counties Served: Washington, Nowata	Miami Sub-Off ce 1308 N. Main Miami, OK 74354 (918) 540-1379 Counties Served: Ottawa	Nowata Sub-Off ce 333-A East Delaware Nowata, OK 74048 (918) 273-5606 Counties Served: Nowata	Sapulpa Sub-Off ce 614 S Hiawatha Sapulpa, OK 74066 (918) 228-4583 Counties Served: Creek
Broken Arrow Sub-Off ce Broken Arrow Police Department 2304 S. First Place Broken Arrow, OK 74012 (918) 449-0312 Counties Served: Wagoner	Muskogee Intake Off ce Muskogee County Courthouse 220 State Street, 4 th Floor Muskogee, OK 74401 (918) 680-3043 Counties Served: Muskogee	Okmulgee Sub-Off ce 916 E 8 th Street Okmulgee, OK 74447 (918) 756-6245 Counties Served: Okmulgee	Stilwell Sub-Off ce 203 W. Division Stilwell, OK 74960 (918) 696-1160 Counties Served: Adair
Claremore Sub-Off ce 730 S. Lynn Riggs, Suite B & C Claremore, OK 74019 (918) 342-2904 Counties Served: Rogers	Muskogee Sub-Off ce 3007 Azalea Park Drive Muskogee, OK 74401 (918) 681-6600 Counties Served: Muskogee	Sallisaw Sub-Off ce 107 N. Oak Street Sallisaw, OK 74955 (918) 775-6414 Counties Served: Sequoyah	Tahlequah Sub-Off ce 311 S Muskogee Ave. Tahlequah, OK 74464 (918) 456-9921 Counties Served: Cherokee
			Vinita Sub-Off ce 120 E. Illinois, Room #204 Vinita, OK 74301 (918) 323-0762 Counties Served: Craig

Probation and Parole - NORTHWEST DISTRICT, 900 W. Cherokee, Enid, OK 73701, (580) 977-3400

Alva Sub-Off ce Woods County Courthouse Alva, OK 73717 (580) 327-0633 Counties Served: Alfalfa, Major, Woods	Elk City Sub-Off ce 401 E. 3 rd Street, Ste. A Elk City, OK 73648 (580) 225-0972 Counties Served: Beckham, Roger Mills	Mangum Sub-Off ce Mangum Police Dept. 107 S. Pennsylvania Ave. Mangum, OK 73554 (580) 782-2112 Counties Served: Greer, Harmon	Skiatook Sub-Off ce 200 N. Haynie Street Skiatook, OK 74070 (918) 396-5156 Counties Served: Osage
Canadian County Probation & Parole 700 N. State Highway 81 Union City, OK 73090 (405) 483-5970 Counties Served: Canadian	Enid Sub-Off ce (for reporting) 1800 S. Van Buren, Bldg. A Enid, OK 73703 (580) 237-1594 Counties Served: Garf eld	Pawhuska Sub-Off ce 1007 Grandview Pawhuska, OK 74056 (918) 287-3666 Counties Served: Osage	Stillwater Sub-Off ce 800 E 6th Ave., Ste. 11 Stillwater, OK 74074 Counties Served: Payne
Clinton Sub-Off ce 201 S. 5th Clinton, OK 73601 (580) 323-2094 Counties Served: Custer	Guthrie Sub-Off ce 107 E. Oklahoma Guthrie, OK 73044 (405) 282-3827 Counties Served: Logan	Pawnee Sub-Off ce 500 E. Harrison St., Room B-1 Pawnee, OK 74058 (918) 762-1092 Counties Served: Pawnee	Watonga Sub-Off ce 117 W. Russworm Watonga, OK 73772 (580) 623-8675 Counties Served: Blaine
Cordell Sub-Off ce Washita County Courthouse #4 Cordell, OK 73636 (580) 832-5059 Counties Served: Washita	Guymon Sub-Off ce 1009 NE 4th Street Guymon, OK 73942 (580) 338-8366 Counties Served: Beaver, Cimarron, Texas	Perry Sub-Off ce 409 6th Street Perry, OK 73077 (580) 336-9945 Counties Served: Noble	Weatherford Sub-Off ce 1401 Lera Dr., Ste. 6 Weatherford, OK 73096 (580) 772-0247 Counties Served: Custer
CSD/Drug Court Federal Building 115 W. Broadway, Ste. 231 Enid, OK 73701 (580) 237-7342 Counties Served: Garf eld	Kingf sher Sub-Off ce Memorial Hall 123 West Miles Kingf sher, OK 73750 (405) 375-6384 Counties Served: Kingf sher	Ponca City Sub-Off ce 205 W. Hartford, Ste. 124 Ponca City, OK 74602 (580) 765-1603 Counties Served: Grant, Kay	Woodward Sub-Off ce 1009 Main Street Woodward, OK 73801 (580) 256-1800 Counties Served: Dewey, Ellis, Harper, Woodward

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Probation and Parole - SOUTHEAST DISTRICT, 903 N. West Street, , McAlester, OK 74501, (918) 423-1668

Ada Sub-Off ce 131 E 12 th , Suite 232 Ada, OK 74820 (580) 436-6479 Counties Served: Pontotoc, Seminole	Court Services 903 N. West St. McAlester, OK 74501 (918) 423-1668 ext. 4534 Counties Served: McAlester	Madill Sub-Off ce 800 N First Street Madill, OK 73446 (580) 795-5534 Counties Served: Marshall	Stigler Sub-Off ce 105 SE Third St., Suite C Stigler, OK 74462 (918) 967-2623 Counties Served: Haskell
Antlers Sub-Off ce 204 SW 4 th Antlers, OK 74523 (580) 298-6059 Counties Served: Pushmataha	Durant Sub-Off ce 417 W Main Durant, OK 74701 (580) 924-3550 Counties Served: Bryan	Marietta Sub-Off ce 312 S. Washington Ardmore, OK 73401 (580) 263-9853 Counties Served: Love	Sulphur Sub-Off ce 921 W 11 th , Suite 230 Sulphur, OK 73086 (580) 622-2988 Counties Served: Murray
Ardmore Sub-Off ce 312 S Washington Street Ardmore, OK 73401 (580) 223-6350 Counties Served: Carter	Eufaula Sub-Off ce 1425 Industrial Drive Eufaula, OK 74432 (918) 689-7719 Counties Served: McIntosh	Okemah Sub-Off ce 800 E. Jefferson Shawnee, OK 74801 (405) 275-2521 Counties Served: Okfuskee	Tishomingo Sub-Off ce Johnston County Court House 403 Main Street Tishomingo, OK 73460 Mailing Address: 131 East 12 th , Ste. 232 Ada, OK 74820 (580) 371-2387 Counties Served: Johnston
Atoka Sub-Off ce 116 E Court Street Atoka, OK 74525 (580) 889-3561 Counties Served: Atoka	Holdenville Sub-Off ce 102 E Main Street, Suite A Holdenville, OK 74848 (405) 379-3403 Counties Served: Seminole, Hughes	Poteau Sub-Off ce 108 Grand Poteau, OK 74953 (918) 647-4875 Counties Served: LeFlore	Wilburton Sub-Off ce EOSC-Training Academy P O Box 756 Wilburton, OK 74578 Counties Served: Latimer
Chandler Sub-Off ce 820 Manvel, Suite E Chandler, OK 74834 (405) 258-1355 Counties Served: Lincoln, Okfuskee	Hugo Sub-Off ce 313 E Duke Hugo, OK 74743 (580) 326-3391 Counties Served: Choctaw	Shawnee Sub-Off ce 800 E Jefferson Shawnee, OK 74801 (405) 275-2521 Counties Served: Pottawatomie	
Coalgate Sub-Off ce 1 S. Michigan Coalgate, OK 74538 (580) 997-9961 Counties Served: Coal	Idabel Sub-Off ce 2 NE Martin Luther King Idabel, OK 74745 (580) 286-7353 Counties Served: McCurtain		

Probation and Parole - SOUTHWEST DISTRICT, 602 SW Highland Ave., Lawton, OK 73501, (580) 248-9146

Altus Sub-Off ce 118 W Broadway, Suite 112 Altus, OK 73521 (580) 482-7609 Counties Served: Jackson	Duncan Sub-Off ce 118 South 11 th Street Duncan, OK 73533 (580) 255-1010 Counties Served: Jefferson, Stephens	Lawton Probation & Parole Off ce 3801 SW 6 th Street Lawton, OK 73501 (580) 248-1444 Counties Served: Comanche, Cotton	Pauls Valley Sub-Off ce 1001 S. Chickasha Street Pauls Valley, OK 73075 (405) 238-7751 Counties Served: Garvin
Anadarko Sub-Off ce 507 NE 1 st Street, Ste. 1C Anadarko, OK 73005 (405) 247-7226 Counties Served: Caddo	Frederick Sub-Off ce Tillman County Courthouse 201 N Main, 1 st Floor Frederick, OK 73542 (580) 335-3762 Counties Served: Tillman	Lawton Sub-Station Lawton Housing Authority 1401 SW Wisconsin Ave., Apt X Lawton, OK 73501 Counties Served: Comanche	Purcell Sub-Off ce 118 N. 2nd Avenue, Ste. A Purcell, OK 73080 (405) 527-6955 Counties Served: Cleveland, McClain
Chickasha Sub-Off ce 309 W. Pennsylvania Ave. Chickasha, OK 73018 (405) 222-0018 Counties Served: Grady	Hobart Sub-Off ce 325 ½ South Main Hobart, OK 73651 (580) 726-6221 Counties Served: Kiowa	Norman Sub-Off ce 1919 Industrial Blvd.. Norman, OK 73069 (405) 364-2365 Counties Served: Cleveland	Waurika Sub-Off ce 107 W. Anderson Avenue Waurika, OK 73573 (580) 228-2381 Counties Served: Jefferson

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