

# Board of Licensed Social Workers State of Oklahoma

P. O. Box 18817  
Oklahoma City, OK 73154



3700 N. Classen Blvd., Suite 162  
Oklahoma City, OK 73118

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

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

Please note that by submitting to this background check, you are submitting to both a State (Oklahoma) and Federal background check. Any finding noted on the criminal history check may result in the applicant making a personal appearance before the Board of Directors to offer an explanation of the finding that was not disclosed on the application for social work licensure.

Applicants submitting to the criminal history background check are entitled to obtain a copy of their record. Applicants may visit the Oklahoma State Board of Licensed Social workers at 3700 N. Classen Blvd., STE 162 Oklahoma City, OK. 73118. Upon presenting the appropriate identification, the Social Work Board will provide copies of record to the applicant.

The FBI will retain your fingerprints and associated information/biometrics and, while retained, your fingerprints will continue to be compared against other fingerprints submitted to or retained by the FBI.

Please note that applicants may challenge the accuracy of information contained in the criminal history background check as per the following Code of Federal Regulation.

### **Title 28, C.F.R., §16.34, 16.34 - Procedure to obtain change, correction or updating of identification records.**

*If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any*

Phone: (405) 521-3712 \* Fax (405) 521-3713 \* Web: [www.ok.gov/socialworkers](http://www.ok.gov/socialworkers)

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*changes necessary in accordance with the information supplied by that agency.*

## Application of Policy

This policy applies to all social workers making application after 11-1-2011, including new applicants, and applicants who were previously licensed and seeking reinstatement of their license, and applicants requesting to make application in Oklahoma from another state based on reciprocity.

### A. Purpose

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

### B. Appeals

Individuals with findings subject to section (A. 2.) will be requested to appear before the Board to provide additional information about their criminal history should they wish to continue with the application process.

### C. Background Check Procedures

**The completion of the background check process is now being managed electronically through Idemia. ALL applicants MUST submit to a background check using the electronic process. Fees for the background check process will be paid directly to Idemia at the time you are printed for the background check.**

1. **OKLAHOMA RESIDENTS:** To schedule an appointment to get your fingerprints taken at a site closest to your geographic location, please visit <https://ok.ibtfingerprint.com>.
  - a. On the home page, simply click the link that says "Schedule an Appointment.
  - b. Choose Your Agency – Select OKLAHOMA SOCIAL WORK BOARD
  - c. Applicant Type – Select the only option – SOCIAL WORK
  - d. Applicant Details – Select the only option – SOCIAL WORK LICENSURE APPLICATION
  - e. Appointment Details – Enter your zip code and follow the prompts to schedule an appointment for a site location in closest proximity to your home.

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## 2. OUT OF STATE APPLICANTS MUST MAIL IN THEIR FINGERPRINT CARDS:

- a. Visit <https://ok.ibtfingerprint.com>
- b. Click the link that says "REGISTER FOR FINGERPRINTING CARD PROCESSING SERVICE".
- c. Follow prompts regarding instructions for processing your fingerprint cards to complete the background check process.

**If you experience any issues with getting registered, please contact IDEMIA at 1-877-219-0197.**