Instructions to Schedule Fingerprinting Appointment

A) Go to **https://ok.ibtfingerprint.com** and register for In-state Digital Fingerprinting	**B)** Enter service code: **2B7N18**
C) Click **CONTINUE** for Department of Human Services-Child Care-Access and Review-School District Employee	**D)** Answer required questions
	In the **LAST** five years, have you lived outside of Oklahoma? * ○ yes ○ no Are you required to register under the **Sex Offenders Registration Act or Mary Rippy Violent Crime Offenders Registration Act?** * ○ yes ○ no
E) Enter your initials, click signature checkbox, and click **GO**	**F)** Enter Zip code 74012
I certify the information provided on this form is true and complete. **Initial here:** * ☐ **Electronic Signature checkbox.** * Go >	Enter a zip code to determine the closest fingerprinting location. 74012 Go >
G) Choose a location and select appointment time	**H)** Fill out your personal information (employer information: Broken Arrow Public Schools, 918-259-5704, 701 S Main St, Broken Arrow, OK 74012)
I) Review your information and click **GO**	**J)** Choose **Coupon Code** as payment method.
	IdentoGO Oklahoma Your total is $57.25. Please choose a payment method below. **Pay Onsite (At appointment)** ○ Credit Card ○ Certified Check or Money Order ✓ Coupon Code

Points to Remember

➢ Bring your unique alphanumeric coupon code to your fingerprinting appointment. The fingerprint technician will ask for this code and apply it as payment.

➢ Submit fingerprint receipt provided to you to Jessica Wing, B & A Lead Program Coordinator, or you may email a picture of the receipt to **jlwing@baschools.org** prior to your new hire meeting.

➢ Broken Arrow Public Schools will only cover the cost of fingerprinting processing as long as you follow the instructions outlined.

➢ **Should you select another form of payment other than Coupon Code, the District will not be able to cover the cost, nor will you be reimbursed any out of pocket expenses.**

➢ If you have any questions, do not hesitate to call HR at 918-259-5740.