

# Instructions to Schedule Fingerprinting Appointment

A) Go to <https://ok.ibtfingerprint.com> and register for In-state Digital Fingerprinting

**Fingerprinting & Enrollment**  
For Licensing, Certification or Employment requirement

**Click register In-State Digital Fingerprinting**

Register for In-State Digital Fingerprinting Services

B) Enter service code: 2B7KRR

service code \*  
2B7KRR

Go

C) Click **CONTINUE** for State Department of Education-Employment Background Check

service code \*  
2B7KRR

You have entered Service Code 2B7KRR State Department of Education - Employment Background Check. Please click [Continue](#) to proceed or [Cancel](#) to enter a different Service Code.

Continue

D) Choose Broken Arrow and click GO

service code \*  
2B7KRR

school district \*  
BROKEN ARROW

Go

E) Click **YES** for Tulsa Broken Arrow

You have selected to be fingerprinted for  
**TULSA BROKEN ARROW**

Is this correct?

no yes

F) Enter Zip code 74012

Enter a zip code to determine the closest fingerprinting location.

74012 Go

G) Choose a location and select appointment time

Zip Code: 74012

	Wednesday 12/16/2019	Thursday 12/19/2019	Friday 12/20/2019	Saturday 12/21/2019	Sunday 12/22/2019	Monday 12/23/2019	Tuesday 12/24/2019
<b>Tulsa, OK-E 91st St S</b>	Schedule	Schedule	Schedule			Schedule	
<b>Tulsa, OK-E Admiral Pl</b>	Schedule	Schedule	Schedule			Schedule	
<b>Tulsa, OK-W Skelly Dr</b>	Schedule	Schedule	Schedule	Schedule		Schedule	

H) Fill out your personal information (employer information: Broken Arrow Public Schools, 918-259-5704, 701 S Main St, Broken Arrow, OK 74012)

APPLICANT NAME

APPLICANT ALIAS OR MAIDEN NAME

HOME ADDRESS

METHODS OF CONTACT

I) Review your information and click GO

**YOUR REGISTRATION IS NOT YET COMPLETE**

IF ALL INFORMATION APPEARS CORRECT

APPLICATION DETAILS

Agency name: OK State Dept of Education

Address: 6542 E 91st St S, Tulsa, OK 74133

Appointment Details: Location: Tulsa, OK L 91st St S

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.
- Bring fingerprint receipt provided to you to New Employee Orientation or you may email a picture of the receipt to [lbeach@baschools.org](mailto:lbeach@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.