

REVISED 3/18/2009

CRIMINAL BACKGROUND SEARCHES FOR PRIVATE ADOPTIONS (NON-DHS)

On July 1, 2007, Oklahoma Law was amended to comply with the Federal Adam Walsh Child Protection and Safety Act. Oklahoma Statutes Title 10 Section 7505-5.3 states that adoptive applicants, and anyone over age 18 who resides in the home, must obtain a fingerprint-based background check.

Additional updates: Effectively immediately all fingerprint based results will be sent to the applicant. Due to FBI confidentiality mandates, this office can only give the results of the National Fingerprint Background Check to the applicant. The applicant may then give the results to your office. If the applicant chooses to keep the results private, the applicant cannot continue in the adoption process.

Also, a new form is attached which replaces the ADM-130 Form when submitting fingerprint cards to this office.

In RARE cases where only a \$20.00 State of Oklahoma name-based search is needed (no fingerprint cards), the ADM-130 is still required (not the new form).

PROCEDURES (Fingerprint-based)

The following is required per person:

- (a) Two (2) fingerprint cards
Applicants may be fingerprinted by local law enforcement or a private fingerprinting entity of their choice. Each applicant is responsible for the cost to be fingerprinted.
- (b) Request for Results form
The applicant completes all requested information, and signs and dates the form.
- (c) Payment of the \$50.00 search fee (check or money order payable to DHS)

Once fingerprinted, the applicant brings the fingerprint cards to the agency or attorney or home study provider with whom they have been working, where the fingerprint cards should be reviewed for completeness of information and signature. All items listed above should then be mailed to:

DHS-CFSD Fingerprint Processing Section
P.O. Box 268935
Oklahoma City, OK 73126

RESULTS

Results will be mailed to the applicant's address listed in Part A of the Request for Results form in approximately 6 weeks, and will include:

- (a) FBI fingerprint search results (national records)
- (b) OSBI fingerprint search results (Oklahoma records only)
- (c) Sex Offenders Registry search results (Oklahoma Dept. of Corrections Registry only)
- (d) Department of Public Safety search results (Oklahoma records only)

IF THE FINGERPRINT CARDS ARE REJECTED

The OSBI and/or the FBI can reject the fingerprint cards if the prints are not legible. If this should occur, you will be sent notification with instructions for the applicant.

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IN ADDITION: Some applicants prefer to submit the required items to this office themselves, rather than having the agency, attorney or home study provider do this for them. This is acceptable.

ADDITIONAL INFORMATION

- (a) The biological parent in a step-parent adoption IS NOT required, normally, to obtain a fingerprint-based background check.
- (a) International adoption cases - INS handles the fingerprint issue in an international adoption case. Please do **not** submit fingerprint cards to this office in an international adoption case. We are only authorized to do a State of Oklahoma name-based background search.

KEY PERSONNEL

Debbie King, Supervisor Procedure questions, to check status, or to order fingerprint cards	405.522.3857
Debbie Caudillo New and resubmitted fingerprint cards	405.522.3784
Fax number	405.522.3854

PLEASE NOTE: MOST ADOPTIONS REQUIRE THE APPLICANTS OBTAIN A CHILD ABUSE AND NEGLECT INFORMATION SYSTEM SEARCH. FOR THAT FORM, PLEASE CONTACT IMELDA RIVERA AT 405-522-2472.

**This information packet, including the new form, may be photocopied
as needed.**

**REQUEST FOR RESULTS
OF A
NATIONAL FINGERPRINT BACKGROUND CHECK**
(Please do not submit this form for a name-based background check)

FROM THE
DHS-CFSD FINGERPRINT PROCESSING SECTION
P.O. BOX 268935
OKLAHOMA CITY, OK 73126

Please print clearly providing all information requested. Please sign and date form. Incomplete forms will result in the form and the fingerprint cards being returned.

PART A. APPLICANT INFORMATION

Phone Number: _____

Full Legal Name:			
Last _____	First _____	Middle _____	
Other Names Used (alias/maiden) _____			
Date of Birth _____		City and State of Birth _____	
Race _____	Sex _____	Soc. Sec Number _____	Driver's Lic No./State _____ / _____
Mailing Address: _____		City _____	State _____ Zip _____
Marital Status: _____		Spouse's Name: _____	
Have you ever been convicted of a crime? Yes _____ No _____			
If yes, please explain: _____			

PART B. Submitting Authority: Agency or Attorney or Home Study Provider who is handling this application.

Name: _____

Address: _____

Contact Person: _____ Phone Number: _____

PART C. Applicant Release and Signature:

I am requesting a criminal background check and driving record for the purpose of applying to become a foster and/or adoptive parent. Please send a copy of the results of the National Fingerprint Background Check to my address listed in Part A.

Signature _____ Date _____

PLEASE NOTE: Results cannot be sent to the Submitting Authority. Results can only be sent to the applicant. The applicant may then give the results to the Submitting Authority. If the applicant chooses to keep the results private, then the applicant cannot continue in the process to become a foster and/or adoptive parent.

CONFIDENTIAL

Instructions for Fingerprinting Cards

Fingerprint Cards must not be highlighted in any way

1. Cards **must** be signed and completed by the applicant at the time of fingerprinting -- **not before**.
2. Information must be printed legibly in **black ink**.
3. A photo ID will be required at the time of fingerprinting.
4. It is mandatory the applicant fill in their **full name** -- Last Name, First Name and Middle Name.
5. Signature block -- this is a mandatory block and **must** be signed by the applicant.
6. Residence of person being fingerprinted -- this is a mandatory block -- the applicant must fill in their address.
7. The date of birth -- this is a mandatory block and requires the **year** of birth be written as four digits (For example: 12/10/1959)
8. The place of birth -- this is a mandatory block and requires the **state** of birth only.
9. Social Security No. -- this is a mandatory block and requires the applicant's Social Security Number.
10. Citizenship is a mandatory block and requires the **country** of residence of the applicant.
11. The blocks for: sex, race, height, weight, eye color and hair color are all mandatory.
12. Aliases -- this is not a mandatory block, but if the applicant has ever been known by any other names, including a maiden name, this block should be completed.
13. Employer and address -- this is not a mandatory block, but should be filled in by the applicant.
14. Armed Forces No. -- this is not a mandatory block, but if the applicant has an Armed Forces Number, this block should be completed.

Street address: Oklahoma Department of Human Services
Sequoyah Memorial Office Building, 2400 N. Lincoln Blvd., Oklahoma City, OK 73105
Mailing address: P.O. Box 25352, Oklahoma City, OK 73125
(405) 521-3646



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Children and Family Services Division
Sequoyah Memorial Office Building
P.O. Box 25352

Oklahoma City, OK 73125

(405) 522-1487 Fax: (405) 521-4373 • www.okdhs.org



Request for Child Abuse and Neglect Information System Search

Attached is the request form used for a search of the Child Abuse and Neglect Information System (CANIS) for prospective adoptive parents. Additional information pertinent to requesting this search is listed below.

- Verification of impending adoption must be included with this request, such as verification from a home study provider, or adoption agency, or a copy of the Petition for Adoption. Official documentation from United States Bureau of Citizenship and Immigration Services is required on international adoptions.
- In order to process the search request, the applicant must provide all applicable information, including all current and former names used by the applicant. The applicant must sign this form. Providing all requested information allows for timely completion of the search report.
- For stepparent adoptions, only the information for the adopting stepparent must be provided. A search report is not required for the custodial biological parent.
- The search and report of CANIS information is done in an attempt to ensure the safety of the homes into which children are placed.

Mail the form and verification of impending adoption to the address provided on page two of the form. Please contact Imelda Rivera at 405-522-2472 or A. Lyn Banks at 918-794-7542 if you have questions.

Please allow at least four weeks for completion of the search report.



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



**Request for Child Abuse and Neglect
Information System Search**



Oklahoma Department of Human Services (OKDHS) is requested to conduct a Child Abuse and Neglect Information System search on the adoptive applicants named below.

Type of prospective adoption:

- | | | | | | |
|---------------|--------------------------|-----------------|--------------------------|----------------|--------------------------|
| Stepparent | <input type="checkbox"/> | Grandparent | <input type="checkbox"/> | Other relative | <input type="checkbox"/> |
| Tribal | <input type="checkbox"/> | Domestic infant | <input type="checkbox"/> | Domestic child | <input type="checkbox"/> |
| International | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |

Adoptive applicant one

Adoptive applicant full name				
Aliases, including maiden name, former married name, and all other names				
Date of birth	Social Security number		Phone number	
Current street address	City	State	Zip	
Years at current address		Previous county of residence		
Previous street address	City	State	Zip	Dates resided
Previous street address	City	State	Zip	Dates resided
Previous street address	City	State	Zip	Dates resided

Unsworn declaration under penalty of perjury

I certify that an adoption is being pursued through _____, attorney, or _____, child-placing agency, and the search report is used for this purpose only. I further certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct to the best of my information and belief.

Applicant signature

Date

Adoptive applicant two

Adoptive applicant full name				
Aliases, including maiden name, former married name, and all other names				
Date of birth	Social Security number		Phone number	
Current street address	City		State	Zip
Years at current address		Previous county of residence		
Previous street address	City	State	Zip	Dates resided
Previous street address	City	State	Zip	Dates resided
Previous street address	City	State	Zip	Dates resided

Unsworn declaration under penalty of perjury

I certify that an adoption is being pursued through _____, attorney, or _____, child-placing agency, and the search report is used for this purpose only. I further certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct to the best of my information and belief.

Applicant signature

Date

Verification of impending adoption must accompany this request.

Failure to include this verification will result in non-completion of this request.

Mail to: Oklahoma Department of Human Services
Children and Family Services Division
Child Abuse and Neglect Information System
P.O. Box 25352
Oklahoma City, Oklahoma 73125

Please allow at least four weeks for processing the search.