

## Oklahoma State University Institute of Technology INFOSEC Background Review and Release

Before an individual may enroll in any 2000, 3000 or 4000-level information assurance and forensics coursework, or before s/he will be accepted into the Bachelor of Technology in Information Assurance and Forensics program, s/he must obtain a clear, name-based criminal history information review through the appropriate state law enforcement agency and/or commercial investigative service as described below.

### US CITIZENS

- Residents of Oklahoma for one or more years: Complete the OSBI Criminal History Information Request (available at [www.ok.gov/osbi](http://www.ok.gov/osbi)), requesting a "Name Based" search on yourself. Include the \$15 processing fee and a self-addressed, stamped envelope so the form can be mailed back to you after processing. Faxes are not accepted.
- Residents of Oklahoma for less than one year: File a background check request with the investigation bureau of your previous state of residence.

### NON-US CITIZENS

- Residents of Oklahoma for one or more years: File a background check request with OSBI, and provide documentation to substantiate your address. (This may include past utility or telephone bills addressed to you at an Oklahoma address, copy of a valid Oklahoma driver's license, etc. All documents submitted must clearly evidence an Oklahoma address.)
- Residents of Oklahoma for less than one year: Provide security clearance from your home country. Clearance can usually be obtained through your embassy or an approved commercial investigative service.

### NOTES:

- Applicants are responsible for paying all fees associated with obtaining a background check.
- Criminal history information reviews conducted more than **four months** prior to submission to OSUIT will not be accepted.
- Faxes or photocopies will not be accepted.
- All background checks with records are subject to committee review for approval/disapproval.

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I have read and understand my responsibilities in completing the background check review, and understand this process will have to be completed **before** I will be permitted to undertake 2000, 3000 or 4000 information assurance and forensics coursework, or be admitted to the OSUIT Bachelor of Technology in Information Assurance and Forensics program. I also release OSUIT and its personnel from any potential claim or liability related to the review and appropriate use of related information.

Print Name \_\_\_\_\_ CWID \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Oklahoma State University Institute of Technology Security Disclosure Statement

Have you ever been found guilty, pled no contest, or had a conviction for any criminal act other than a minor traffic violation? \_\_\_ No \_\_\_ Yes

If yes, explain.

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### Information Assurance and Forensics Ethics Agreement

I fully understand that the skills and knowledge acquired through information assurance and forensics coursework in the OSUIT Information Technologies program is intended for use in assisting individuals and/or organizations protect their information technology and telecommunications assets and investigate illicit activities.

With my signature, I agree to take full responsibility for all reasonable precautions to ensure that the skills and knowledge gained from OSUIT's information assurance and forensics coursework is not to be divulged to any third parties or used for malicious purposes. I understand that I am fully responsible for my personal conduct.

I also understand that I am responsible for following rules governing the use of institutional resources (e.g., computers, networks and facilities), and that any inappropriate or illegal use of OSU resources may result in the termination of access privileges, disciplinary review or legal action.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Please forward all original completed forms (i.e., background check documentation after it has been processed, INFOSEC Background Review and Release, Security Disclosure Statement, and Information Assurance and Forensics Ethics Agreement) to:

**OSU Institute of Technology**  
**Office of Academic Affairs**  
1801 East Fourth Street  
Okmulgee, OK 74447