

Oklahoma State University Institute of Technology

Watchmaking Background Review and Release

Before an individual be accepted into the Associate of Applied Science in Watchmaking and Microtechnology 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), 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.

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 admitted to the OSUIT Associate of Applied Science in Watchmaking and Microtechnology 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 _____

Signature _____ Date ____/____/____

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request

6600 North Harvey
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
http://www.ok.gov/osbi/Criminal_History/

Type Of Search Requested:

- Name Based - \$15.00
- State Fingerprint-based - \$19.00
(Must Include Fingerprint Card)
- Sex Offender
- Mary Rippy Violent Offender

DATE _____

Request Submitted via:

- Fax Mail In Person

Requests will be returned in the same manner received.

Mail requests should include postage-paid reply envelope.

Fax requests must include a dedicated Fax line # for return:

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ACCEPTABLE FORMS OF PAYMENT: CASH BUSINESS CHECK MONEY ORDER

CASHIER'S CHECK VISA MASTERCARD DISCOVER AMERICAN EXPRESS *Fax requests must include payment by Credit Card.*

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

NAME AS IT APPEARS ON CREDIT CARD _____

(PLEASE PRINT)

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink)

REQUESTOR'S NAME _____ SIGNATURE OF REQUESTING PARTY _____

STREET ADDRESS _____

CITY

STATE

ZIP

PHONE NUMBER () _____

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)

NAME _____
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME(S) _____

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS:

Oklahoma State Bureau of Investigation
Computerized Criminal History

Oklahoma Department of Corrections
Sex Offender

Oklahoma Department of Corrections
Violent Offender

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.