

**DIRECTIONS FOR COMPLETING
CRIMINAL RECORD BACKGROUND CHECK PROCESS**

1. Complete the Northeastern State University Criminal Record Background Check Student Release.
2. Complete the OSBI form: *Criminal History Information Request* (mail in form)

NOTE: If you have lived in Oklahoma for less than one (1) year, you must also submit a criminal record background check from your previous state of residence. International students should contact their embassy or utilize a commercial investigative service. Out-of-state students must request a criminal record background check from all states resided in for the past year. Students who reside in Oklahoma and work in another state must submit criminal record background checks from both states.

3. Carefully follow the directions on the OSBI form (and other state forms, if applicable). The “reason” for the check is “Admission to NSU Nursing Program”.
4. **Use your own name, address, and telephone number** under the section entitled “Name of Individual, Business, or Agency Making Request.” **DO NOT HAVE THE REPORT MAILED TO THE NURSING PROGRAM.**
5. Indicate on the form that the Oklahoma Department of Corrections Sex Offender and Mary Rippy Violent Offender search be completed at the time of the background check.
6. Enclose a money order or cashier’s check in the amount of **\$19.00**, or you may indicate payment with an appropriate credit card.
7. **Submit the form and payment to:**

**Oklahoma State Bureau of Investigation
Criminal History Reporting
6600 N. Harvey
Oklahoma City, OK 73116**

NOTE: **DO NOT** use the fax form available at the OSBI website.

8. Allow at least 3-4 weeks for results.
9. When you receive your results, you are responsible for providing the official/original documentation of the criminal background check report to the Chair: Department of Health Professions: Nursing. Photocopies, faxed copies, or other non-original documentation **WILL NOT BE ACCEPTED.**