

UMV&PC Requirement for OSBI Reports

By ADR Staff

The Oklahoma State Bureau of Investigation (OSBI) provides a process to obtain criminal history reports based on government records available to the public. The reports are commonly relied upon by organizations when evaluating an individual's eligibility for employment or licensing. In Rule changes recently approved by the Used Motor Vehicle & Parts Commission, license applicants will be required to submit a current OSBI Criminal History Report that indicates whether the applicant has been charged or convicted of a felony. The report must include information showing whether any of the charges or convictions were violent or sex offender felonies.

Scope of Requirement

The requirement to provide an OSBI Criminal History Report applies to applicants for any new license issued by the UMV&PC. That includes Used Dealer and Used Salesperson licenses, as well as Rebuilder, Dismantler, and Crusher licenses. It is important to note that the Commission is only requiring the Reports for *new* applicants – *the requirement does not apply to renewal applications*.

Content of OSBI Criminal History Report

OSBI Reports provide fingerprint-based arrest and/or conviction data for serious misdemeanors and felonies from *the State of Oklahoma only*. The OSBI does not provide criminal history information from other states or from the FBI. The OSBI Reports do not include driving records. For an additional fee, the OSBI will also include the Department of Corrections Sex Offender Database and Violent Offender Database search results in the Report.

Cost of Report

The basic OSBI Criminal History Report is available for \$15. The Oklahoma Department of Corrections Sex Offender and Violent Offender searches are available for an additional \$2 each (\$4 total for both). The cost for UMV&PC license applicants will be \$19.

Requesting the Report

The Criminal History Request Application is available online through the OSBI website. The form can be downloaded and submitted by fax, by regular mail, or delivered in-person. The form cannot be emailed. An online account can be created to allow submission of requests online, but the online reports do not appear to include the Sex Offender and Violent Offender information required by the UMV&PC.

Response Time

In-person service for a single record check usually requires a wait of ten to fifteen minutes. Generally, multiple requests left at the customer window are completed on the same day or

by the following day. For requests submitted by regular first-class mail, allow one to three weeks for processing and return. Requests submitted by Priority or Overnight Express are processed in one to three days from the date they are received. If Priority or Overnight return service is desired, a pre-paid envelope must be included. Faxed requests are generally processed within two to five business days of receipt. A dedicated fax number must be provided to receive the reply. Responses will be returned in the manner submitted. The requests cannot be emailed.