

Automated Criminal History System (ACHS)

USER MANUAL



June 1, 2011

To get started, visit:

http://www.ok.gov/osbi/Criminal_History/Automated_Criminal_History_System/index.html

Click on the link underneath the subheading “Already a billing customer?”

This will take you to the ACHS registration form.

Oklahoma State Bureau of Investigation - Automated Criminal History System - Mozilla Firefox

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Oklahoma State Bureau of Investigation - A...

http://www.ok.gov/osbi/Criminal_History/Automated_Criminal_History_System/index.html

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OKLAHOMA
www.ok.gov

BUREAU OF INVESTIGATION

FAQs | Contact | Site Index

OSBI Homepage / Criminal History / Automated Criminal History System

Oklahoma State Bureau of Investigation
Automated Criminal History System

Welcome to the Oklahoma Automated Criminal History System (ACHS).

The Oklahoma State Bureau of Investigation is the state repository for all criminal history information. Information from the OSBI's repository is available to the public. Established billing customers may use the Automated Criminal History System (ACHS) to access this information.

Interested in becoming a billing customer?
[Click here to find out how.](#)

Already a billing customer?
[Click here to register for ACHS.](#)

LOG ON TO
ACHS

Tipline

Home
OSBI Criminal History Request Form
How to Read a RAP Sheet
Frequently Asked Questions
Becoming a Billing Customer
Automated Criminal History System
Update Your Criminal History Record
Criminal History Record Expungement
Identity Theft Passport Program



Oklahoma State Bureau of Investigation

ACHS Customer Registration Application

Customer Main Information

Business Entity Name	ACME COMPANY
Business Type	Private Business
Street Address	123 MAIN STREET
City ST ZIP Code	OKLAHOMA CITY OK 73116
Business Phone	405-222-3344
Business Fax	405-222-5566

Business Qualifications Rules

To qualify as a billable customer, the OSBI requires the following:

- A private business must perform at least 50 record checks per month for a period of 3 months.
- A private business must provide a current credit report.
- Federal, State agencies and public schools are exempt from the above requirements
- For corporations, current certification from Oklahoma secretary of state indicating that corporate taxes are paid and the entity is licensed to do business in the state of Oklahoma.

Business Contact Person

Name	JANE SMITH
Title	HR MANAGER
Location/Branch	HEADQUARTERS
Business Phone	405-222-7788
Cell Phone	405-999-1234
E-Mail Address	jane.smith@acmec.com

Business Description

Summarize the services your business provides.

Manufacturer of Acme Widgets.

The first step to using ACHS is completing the Customer Registration Application

The Customer Main Information includes the name, business type, address and phone numbers for the business entity.

The Business Contact Person will be the account administrator. Once established in ACHS this administrator will be able to add other administrators and authorized users to the account.

OSBI Contact Person

Name	SYLVIA COSLOW
Street Address	6600 NORTH HARVEY PLACE
City ST ZIP Code	OKLAHOMA CITY OK 73116
Business Phone	405-879-2534
Business Fax	405-842-3368
E-Mail Address	sylvia.coslow@osbi.ok.gov

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that approved Business Entities determine authorized users who may use ACHS to perform searches of OSBI's criminal history records. A "search" is one submission with a name, up to three (3) aliases and a date of birth, age or Social Security Number. Results of a search will be accessible via ACHS for 30 days from submission of the search request.

In the event that more than one record matches the information supplied, OSBI shall provide a list of candidates from which an authorized user can select. Each selection from the list of candidates shall constitute one search. If requested, OSBI can make the candidate determination. Selection of a candidate and access to the response must be completed within 30 days of the initial submission.

Business Entities agree to remit to OSBI a sum of fifteen dollars (\$15.00) for every search made for a criminal history record, two dollars (\$2.00) for a check of the Department of Corrections Violent Offender Registry and two dollars (\$2.00) for a check of the Department of Corrections Sex Offender Registry through ACHS. Business Entities shall be liable to OSBI for said fee regardless of any error or omission by the authorized user in submitting searches, a failure by authorized user to respond to a candidate list, or any unauthorized use by individuals who have been authorized by the Business Entity.

OSBI shall submit an invoice setting forth payment due for record checks on a monthly basis. Business entity agrees to remit to OSBI the full amount due within thirty (30) days of the date of the invoice. Payment shall be made by business check or certified funds in the form of a bank check or money order and shall be delivered personally or by mail. OSBI shall terminate without notice any and all privileges of if payment is not received within thirty (30) days of mailing said invoice.

OSBI will provide a user manual to assist ACHS customers and technical assistance as needed.

This agreement shall be in effect unless terminated by the OSBI or Business Entity. Either party may terminate this Agreement at any time without penalty by notifying the other party in writing and serving it either personally or by certified mail. This Agreement shall be renewed automatically at the end of its term for an additional term unless notice is given by one of the parties that it does not desire to renew this Agreement.

Name	Jane Doe
PIN Signature	ACMECO
Date	05/23/2011

Digital Signature Notice.

Please use the OSBI provided PIN instead of your signature. By using the PIN, it is understood that the PIN holder has understood and agreed to the terms of the contract.

Please review the agreement carefully. This will be in lieu of the annual contract historically provided.

OSBI will provide you with a PIN which will take the place of an original signature on this contract.

If you are an established billing customer, your PIN will be the account number from your billing statement. If you need assistance, please call Sylvia at (405) 879-2563 or email Sylvia.Coslow@osbi.ok.gov to get your PIN.

ACHS will, in the future, be able to accommodate search requests for the Department of Correction Sex Offender and Violent Offender Registries. A deployment date for these services has not yet been established.

Once the form has been completed, click on the  button on the upper right hand corner of the document.

_distributed.pdf - Adobe Reader

71.7% Sign Comment Find

Click Submit Form to return the completed form. You can save data typed into this form.

Highlight Fields Submit Form

OSBI Contact Person

Name	SYLVIA COSLOW
Street Address	6600 NORTH HARVEY PLACE
City ST ZIP Code	OKLAHOMA CITY OK 73116
Business Phone	405-879-2534
Business Fax	405-842-3368
E-Mail Address	sylvia.coslow@osbi.ok.gov

Agreement and Signature



OSBI Contact Person

Name	SYLVIA COSLOW
Street Address	6600 NORTH HARVEY PLACE
City ST ZIP Code	OKLAHOMA CITY OK 73116
Business Phone	405-879-2534
Business Fax	405-842-3368
E-Mail Address	sylvia.coslow@osbi.ok.gov

Agreement and Signature

By submitting this application, the applicant agrees that approved Business Entities shall be subject to OSBI's criminal history review, including date of birth, age or Social Security Number, from submission of the application.

In the event that more than one candidate is identified, OSBI shall constitute one search. OSBI shall submit an initial search candidate and access to the search results.

Business Entities agree to provide their criminal history record, through ACHS. Business Entities shall be responsible for any unauthorized use of the information.

OSBI shall submit an initial search candidate and access to the search results. Payment shall be made in advance and shall be delivered prior to the start of the search if payment is not received.

OSBI will provide a user manual.

This agreement shall be terminated if either party terminates this Agreement, it either personally or by written notice for an additional term for an additional term of this Agreement.

Name	Jane Doe
PIN Signature	ACMECO
Date	05/23/2011

Send Form



To: ben.gherezgher@osbi.ok.gov

Subject: Submitting Completed Form

Attachment: New_ACHS_user_registration_request_final_distributed.pdf

From:

Email Address:

Full Name:

Remember me

 To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.



Fill in your email address and name and hit the **Send** button.

You will be able to save data typed in to this form.

Getting started with ACHS

http://www.ok.gov/osbi/Criminal_History/Automated_Criminal_History_System/index.html

OKLAHOMA
www.ok.gov

OSBI BUREAU OF INVESTIGATION

FAQs | Contact | Site Index

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Oklahoma State Bureau of Investigation
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Already a billing customer?
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**LOG ON TO
ACHS**

Want to find out more?
[Click here for the ACHS User's Guide.](#)

Forgot your password?
[Click here for help.](#)

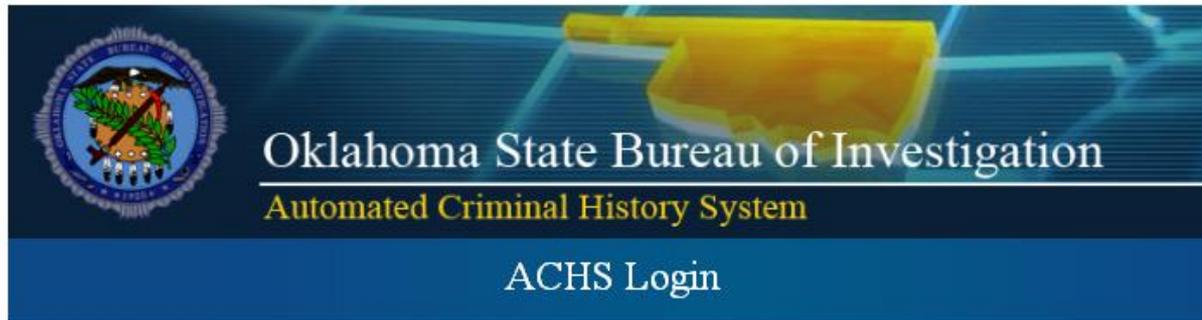
Tipline

get Adobe Reader

ACHS was successfully tested using Internet Explorer 7 and Firefox Mozilla 3.6.

ACHS is available 24/7 for use by registered billing customers. (Technical support is available Monday through Friday 8:00 - 5:00).

Logging in to ACHS



Unauthorized Use or Unauthorized access or attempted access is prohibited.

You are connecting to a U.S. Government or State Law Enforcement Computer System. To protect this system and its information from unauthorized access or use, system administrators and security analysts monitor this system. This system is for the use of authorized users only. Individuals using this system without authority or in excess of authority are subject to having all their activities monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of users to include systems information may also be monitored and recorded. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials for criminal prosecution.

Username

Password

[Login](#) [Reset](#)

Type in your username and password and hit enter. When OSBI creates your username initially, it will be whatever is before the @ symbol in your email address. You will be able to change this later.

Create Search

Fill in the fields. Those marked with a red asterisk are required.

Oklahoma State Bureau of Investigation
Automated Criminal History System

[Create Search](#) | [Pending Searches](#) | [Candidate List](#) | [Finalized Searches](#) | [Search History](#) | [My Account](#) | [Customer Admin](#)

Person Search Entry

Last Name *	<input type="text"/>	First Name *	<input type="text"/>
Race *	Unknown	Gender *	Unknown
Date Of Birth *	<input type="text"/>	SSN	<input type="text"/>
Search Status	Not Submitted	Date Submitted	05/23/2011

Submitting User
[Add Aliases](#)

THERE WILL BE A \$15 SEARCH FEE FOR EVERY SEARCH SUBMITTED.

*Indicates required field

In the first name field, include first and middle name or middle initial if known. (i.e. John Michael or John M).

Add a maiden name or other Aliases by clicking here.

You must include a date of birth. If the actual birth date is unknown, enter any date based on an approximate age. ACHS will search 3 years before and after the date indicated to determine possible matches.

Race and Gender are absolute disqualifiers. This means if what you enter does not match our record, you will not find your subject. "Unknown" acts as a wildcard and will give you more choices. It may be necessary to specify race and/or gender for more common names to limit the number of potential candidates.

When you first log in, you will be in the "Create Search" area of ACHS.

ALIAS NAMES

Oklahoma State Bureau of Investigation
Automated Criminal History System

[Create Search](#) | [Pending Searches](#) | [Candidate List](#) | [Finalized Searches](#) | [Search History](#) | [My Account](#) | [Customer Admin](#)

Person Search Entry

Last Name * First Name *
 Race * Gender *
 Date Of Birth * SSN
 Search Status Date Submitted
 Submitting User

First Alias (Optional)

Last Name First Name *
 *Please Note: If an alias search is provided, then both fields are required.

Second Alias (Optional)

Last Name First Name *
 *Please Note: If an alias search is provided, then both fields are required.

Third Alias (Optional)

Last Name First Name
 *Please Note: If an alias search is provided, then both fields are required.

THERE IS A \$15 SEARCH FEE FOR EVERY SEARCH SUBMITTED.

*Indicates required field

Add up to 3 alias names for no additional charge. You must include both first and last names for each alias search request.

Once the search parameters are established, click the submit button in the lower left corner.

Once you click  you will be charged \$15 for the search.

Successful Submission

The screenshot shows a web browser window with the URL `http://128.1.2.155:9090/achs/secured/main/PersonEntry.seam`. The page header includes the OSBI logo and the text "Oklahoma State Bureau of Investigation Automated Criminal History System". A navigation menu contains links for "Create Search", "Pending Searches", "Candidate List", "Finalized Searches", "Search History", "My Account", and "Customer Admin". The "Create Search" link is circled in red. Below the navigation menu, there is a form with the following fields:

Last Name *	<input type="text"/>	First Name *	<input type="text"/>
Race *	Unknown	Gender *	Unknown
Date Of Birth *	<input type="text"/>	SSN	<input type="text"/>
Search Status	Not Submitted	Date Submitted	05/23/2011

Below the form, there is a "Submitting User" section with a link "Add Aliases". A warning message states: "THERE WILL BE A \$15 SEARCH FEE FOR EVERY SEARCH SUBMITTED." At the bottom of the form, there are "Submit" and "Close" buttons. A red arrow points from the "Submit" button to a red callout box that says "Submission of search was successful." In the upper right corner of the page, a message flash says "Person Search entry has been saved and submitted." The "Logout" link is visible in the top right corner.

After a successful submission, you will have a message flash in your upper right corner.

The search fields will be cleared for your next search submission.

Pending Searches

Oklahoma State Bureau of Investigation
Automated Criminal History System

Create Search | **Pending Searches** | Candidate List | Finalized Searches | Search History | My Account | Customer Admin

Searches waiting on OSBI processing

- To use the column filter fields below, type one or more letters and press TAB; this will display all the information that starts with the letter(s).
- To reset the list, clear the filter field and press TAB.

Add a new Person Search Entry | Store Person Search Layout | Export Person Search List to Excel

Total Entries, 3

Last Name	First Name	Race	Gender	Date Of Birth	Search Status	Date Submitted	Submitting User
smith	john michael	Unknown	Unknown	01/01/1958	Submitted, No R	05/23/2011	Jackson, Felicia
LEE	JUNWONG	Unknown	Male	09/21/1972	Submitted, No R	05/19/2011	Coslow, Sylvia
LEE	ARNETTA	Unknown	Female	07/06/1941	Submitted, No R	05/19/2011	Coslow, Sylvia

You will be able to see the pending searches for all authorized users within your organization.

Once your search is submitted, click on the “Pending Searches” hyperlink. When viewable in this area of ACHS, a submission is being processed by OSBI.

After ACHS has processed the request, it will no longer be viewable in “Pending Searches.” It can be viewed in one of two areas. If there was no record match to the descriptors provided, search results can be viewed in the “Finalized Searches” area of ACHS. If there are one or more potential candidates, the search request will be moved to “Candidate List.” There you will need to make a determination if the candidate is the subject of your search.

Candidate List

Oklahoma State Bureau of Investigation
Automated Criminal History System

Create Search | Pending Searches | **Candidate List** | Finalized Searches | Search History | My Account | Customer Admin

Searches needing Customer input

- To use the column filter fields below, type one or more letters and press TAB; this will display all the information that starts with the letter(s).
- To reset the list, clear the filter field and press TAB.

Store Person Search Layout | Export Person Search List to Excel

Total Entries, 1

Last Name	First Name	Race	Gender	Date Of Birth	Search Status	Date Submitted	Submitting User
smith	john michael	Unknown	Unknown	01/01/1958	Response Given	05/23/2011	Jackson, Felicia

Clicking on any of the listed hyperlinks will get you to the candidate list for the search in that row.

If there are one or more possible matches to your search criteria, the search will appear in the “Candidate List” area of ACHS. Click on any of the descriptor hyperlinks to view the candidate list.

(A hyperlink is a link to another location or file, activated by clicking on the underlined words).

CANDIDATE LIST

[Create Search](#) | [Pending Searches](#) | [Candidate List](#) | [Finalized Searches](#) | [Search History](#) | [My Account](#) | [Customer Admin](#)

Person Search Entry

Last Name * **First Name ***
Race * **Gender ***
Date Of Birth * **SSN**
Search Status Response Given **Date Submitted**
Submitting User Jackson, Felicia

[Close](#)

*Indicates required field

Response [Alias List](#)

Response List for john michael

EACH SEARCH ENTITLES THE USER TO THE CRIMINAL HISTORY INFORMATION FOR ONE CANDIDATE. EACH ADDITIONAL CANDIDATE SELECTED WILL RESULT IN A \$15 FEE

[View Results](#) | [Close All Open Responses](#) | [Store Response Layout](#)

Total Entries, 24

Obtain rapsheet	View this Raps	Found Last Name	Found First Name	Found Race	Found Gender	Found DOB
Yes No		SMITH	WILLIAM MICHAEL	White	Male	09/25/1957
Yes No		SMITH	JOHN E	Black	Male	08/03/1957
Yes No		SMITH	JOHN PAUL	White	Male	03/11/1955
Yes No		SMITH	BRIAN MICHAEL	White	Male	08/30/1958
Yes No		SMITH	EDWIN MICHAEL	White	Male	04/04/1960
Yes No		SMITH	JAMES MICHAEL	White	Male	09/02/1959
Yes No		SMITH	JOHN DANIEL	Indian	Male	12/26/1956
Yes No		SMITH	JOHN	White	Male	04/19/1959
Yes No		SMITH	JOHN	Indian	Male	11/24/1959
Yes No		SMITH	JOHN	White	Male	01/15/1956
Yes No		SMITH	JOHN	Black	Male	06/23/1957
Yes No		SMITH	JOHN	Black	Male	04/11/1956
Yes No		SMITH	JOHN	White	Male	12/31/1960
Yes No		SMITH	JOHN	Black	Male	01/27/1959
Yes No		SMITH	JOHN	Black	Male	01/05/1959
Yes No		SMITH	JOHN EARL JR	White	Male	06/15/1957
Yes No		SMITH	JOHN PAUL	Black	Male	01/10/1956
Yes No		SMITH	STEVEN MICHAEL	White	Male	11/17/1957

[«](#) [<](#) [>](#) [»](#)

Review the possible candidates. ACHS will display the name, race, gender, date of birth (DOB) for all candidates. If a social security number (SSN) is entered, ACHS will say whether it is or is not a match to the one in OSBI's criminal history database. Select one or more candidates by clicking on the [YES](#) hyperlink to request the RAP sheet. OSBI considers a candidate a match if 2 or more of the following are the same: NAME, DOB, SSN assuming race and gender are also a match. If it is unclear, you may contact OSBI for a determination.

Each search entitles the user to the criminal history information for one candidate. Each additional candidate selected will result in a \$15 fee.

Candidates not selected can be removed from the "Candidate List" by clicking the [NO](#) hyperlink.

If you wish to select NO for all remaining candidates, click the "Close All Open Responses" Button.

Candidate selections must occur by the 5th of the month following the month of submission for billing purposes. If no selection is made by that date, the submission will be administratively closed.

CANDIDATE LIST

Oklahoma State Bureau of Investigation
Automated Criminal History System

Logout

The selected Response have been submitted.

Selection of candidate was successful.

Person Search Entry

Last Name * First Name *

Race * Gender *

Date Of Birth * SSN

Search Status Date Submitted

Submitting User

Close

*Indicates required field

Response | Alias List

Response List for john michael

EACH SEARCH ENTITLES THE USER TO THE CRIMINAL HISTORY INFORMATION FOR ONE CANDIDATE. EACH ADDITIONAL CANDIDATE SELECTED WILL RESULT IN A \$15 FEE.

View Results | Close All Open Responses | Store Response Layout

Total Entries, 24

Obtain rapsheet	View this Rapsheet	Found Last Name	Found First Name	Found Race	Found Gender	Found DOB
Yes No		SMITH	WILLIAM MICHAEL	White	Male	09/25/1957
Yes No		SMITH	JOHN E	Black	Male	08/03/1957
Yes No		SMITH	JOHN PAUL	White	Male	03/11/1955
Yes No		SMITH	BRIAN MICHAEL	White	Male	08/30/1958
Yes No		SMITH	EDWIN MICHAEL	White	Male	04/04/1960
Yes No		SMITH	JAMES MICHAEL	White	Male	09/02/1959
Yes No		SMITH	JOHN DANIEL	Indian	Male	12/26/1956
Yes No		SMITH	JOHN	White	Male	04/19/1959
Yes No		SMITH	JOHN	Indian	Male	11/24/1959
Yes No		SMITH	JOHN	White	Male	01/15/1956
Yes No		SMITH	JOHN	Black	Male	06/23/1957
Yes No		SMITH	JOHN	Black	Male	04/11/1956

Once the candidate(s) have been selected, notification will appear in the upper right hand corner. The request can be viewed in the “Pending Searches” area until the RAP sheet(s) have been formatted. This may take anywhere from 30 seconds to 30 minutes depending on the number of current system usage.

You can request an email notification when the RAP sheet is ready to be viewed. This can be set up in your account profile.

Finalized Searches

Oklahoma State Bureau of Investigation
Automated Criminal History System

Create Search | Pending Searches | Candidate List | **Finalized Searches** | Search History | My Account | Customer Admin

Finalized searches

- To use the column filter fields below, type one or more letters and press TAB; this will display all the information that starts with the letter(s).
- To reset the list, clear the filter field and press TAB.

Store Person Search Layout | Export Person Search List to Excel

Total Entries, 144

Last Name	First Name	Race	Gender	Date Of Birth	Search Status	Date Submitted	Submitting User
smith							
smith	john michael	Unknown	Unknown	01/01/1958	Response Given	05/23/2011	Jackson, Felicia
smith	brian	Unknown	Unknown	01/01/1972	Response Given	05/13/2011	Jackson, Felicia

All completed searches will appear in the “Finalized Searches” area of ACHS. They will include both records without a match and those you have identified as matching the search criteria.

To view the search results, click on any of the hyperlinked fields in the row of the subject in question.

You will be able to see the finalized searches from all authorized users within your organization. To see fewer and more relevant searches, use the column filter. To use the column filter, type one or more letters and press TAB; this will display all of the information that starts with the letter(s) you type.



Oklahoma State Bureau of Investigation

Automated Criminal History System

Viewing Search Results

Create Search | Pending Searches | Candidate List | **Finalized Searches** | Search History | My Account

Person Search Entry

Last Name * First Name *

Race * Gender *

Date Of Birth * SSN

Search Status Date Submitted

Submitting User

Close

*Indicates required field

Response | Alias List

When  View Results is clicked, ACHS will generate a search result form in .pdf format. This form can be printed or saved. You will need adobe acrobat reader installed on your computer.

Response List for oklahoma

EACH SEARCH ENTITLES THE USER TO THE CRIMINAL HISTORY INFORMATION FOR ONE CANDIDATE. EACH ADDITIONAL CANDIDATE SELECTED WILL RESULT IN A \$15 FEE.

View Results | Close All Open Responses | Store Response Layout

Total Entries, 8

Obtain rapsheet	View this Rapsheet	Found Last Name	Found First Name	Found Race	Found Gender	Found DOB
		CEBASK	JANE Q	White	Female	01/02/1976
		RAMIREZ	ALVARO	White	Male	06/07/1979
		GONZALEZ	ADRIAN CHARQ	White	Male	04/04/1977
		NOLASCO	ADAN	White	Male	10/28/1986
		BELCHER II	MICHAEL DAVID	White	Male	07/10/1963
		ALVARADO	JUAN ALBERTO	White	Male	02/09/1977
		PEREZ	EDGAR ESTUAR	White	Male	02/17/1984
	View	TESTTWO	OKLAHOMATWO	White	Female	02/02/1950

To retrieve the RAP sheet, click here.

To download the most recent version of Adobe Acrobat Reader, go to: <http://get.adobe.com/reader/>

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request
 6600 N. Harvey Place
 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

Beyond the initial candidate selection, each
 additional candidate will result in a fee of \$15.

DATE 05/24/2011

Request Submitted via

OSBI
 AUTOMATED CRIMINAL
 HISTORY SYSTEM

The Oklahoma State Bureau of Investigation's Automated Criminal History System (ACHS) gives business entities with an established billing relationship access to the OSBI Criminal History Database. The system returns possible candidates whose name, date of birth and other identifiers are the same or similar to the given search criteria. Authorized Users of the system, including employees of the OSBI, then make the determination as to whether there is a match. If a match is identified, a state identification number and associated RAP sheet will be returned.

REQUESTOR INFORMATION

BUSINESS ENTITY OSBI INFO SERV
 AUTHORIZED USER JACKSON, FELICIA
 STREET ADDRESS 6600 N Havey
Oklahoma City, Oklahoma 73116
 PHONE NUMBER 405-879-2534 E-MAIL ADDRESS LondonBridgeLiquor@gmail.com
 PURPOSE OF REQUEST _____

SUBJECT INFORMATION

NAME TESTTWO, OKLAHOMA
 ALIAS/MAIDEN NAME(S) _____
 DATE OF BIRTH 02/02/1950
 RACE White SEX Female SOCIAL SECURITY NUMBER 123-45-6789

SEARCH RESULTS

Oklahoma State Bureau of Investigation
 Computerized Criminal History

BASED UPON THE INFORMATION PROVIDED,
 THE SUBJECT MAY BE THE SAME AS

OSBI # 592

A COPY OF THE RECORD IS ATTACHED.

Record information is furnished solely on the basis of name or description similarity with the subject of inquiry.

Search Response Form

This form mirrors the standard OSBI Criminal History Request Form. It includes the information from the requestor and the subject being searched along with the final search result.

Finalized Search Results

The response form will include one of the following responses:

<p><i>If no candidates match the search parameters given:</i></p> <p>NO RECORD WAS FOUND MATCHING THE SUBJECT NAME AND/OR DESCRIPTION.</p>	<p><i>If a match has been identified:</i></p> <p>INSERT SID NUMBER(S) HERE BASED UPON THE INFORMATION PROVIDED, THE SUBJECT MAY BE THE SAME AS OSBI #XXX.</p> <p>A COPY OF THE RECORD IS ATTACHED.</p>
<p><i>If no match is identified amongst the candidates offered:</i></p> <p>NONE OF THE CANDIDATES PRESENTED AS POSSIBLE MATCHES WERE SELECTED BY THE ACHS AUTHORIZED USER</p>	<p><i>If a candidate list was provided and not acted upon, the search will be administratively closed on the 5th of the month following the month of the submission:</i></p> <p>SEARCH RESULTS ARE NO LONGER AVAILABLE.</p>

Retrieving the RAP sheet

Oklahoma State Bureau of Investigation
Automated Criminal History System

Create Search | Pending Searches | Candidate List | Finalized Searches | Search Results

Person Search Entry

Last Name * testtwo First Name *
 Race * White Gender *
 Date Of Birth * 02/02/1950 SSN
 Search Status Response Given Date Submitted
 Submitting User Jackson, Felicia

Close

*Indicates required field

Response Alias List

Response List for oklahoma

EACH SEARCH ENTITLES THE USER TO THE CRIMINAL HISTORY INFORMATION FOR ONE CANDIDATE. EACH ADDITIONAL CANDIDATE SELECTED WILL RESULT IN A \$15 FEE.

View Results Close All Open Responses Store Response Layout

Total Entries, 8

Obtain rapsheet	View this Rapsheet	Found Last Name	Found First Name	Found Race	Found Gender	Found DOB
		CROOK	JANE Q	White	Female	01/02/1976
		RAMIREZ	ALVARO	White	Male	06/07/1979
		GONZALEZ	ADRIAN CHARQ	White	Male	04/04/1977
		NOLASCO	ADAN	White	Male	10/28/1986
		BELCHER II	MICHAEL DAVID	White	Male	07/10/1963
		ALVARADO	JUAN ALBERTO	White	Male	02/09/1977
		PEREZ	EDGAR ESTUAR	White	Male	02/17/1984
	View	TESTTWO	OKLAHOMATWO	White	Female	02/02/1950

After you click the “View” hyperlink in the “View this Rapsheet” Column, ACHS will download the .pdf RAP sheet. Click the “OK” button to open the document.

OKLAHOMA STATE BUREAU OF INVESTIGATION
 IDENTIFICATION DIVISION
 6600 NORTH HARVEY SUITE 300
 OKLAHOMA CITY, OKLAHOMA 73116

THE FOLLOWING OSBI RECORD IS SUBJECT TO THE OKLAHOMA OPEN RECORDS ACT. INFORMATION SHOWN ON THIS CRIMINAL HISTORY REPRESENTS DATA FURNISHED TO OSBI BY FINGERPRINT CONTRIBUTORS, DISTRICT ATTORNEYS, AND COURT RECORDS. WHERE DISPOSITION DATA IS NOT SHOWN OR FURTHER EXPLANATION OF THE CHARGE OR DISPOSITION IS DESIRED, COMMUNICATE WITH THE AGENCY CONTRIBUTING THE RECORD TO OSBI. ONLY THE COURT WHERE A FINAL DISPOSITION OCCURRED CAN PROVIDE A CERTIFIED COPY OF THAT DISPOSITION. UNLESS FINGERPRINTS ACCOMPANIED YOUR REQUEST FOR A CRIMINAL HISTORY RECORD, OSBI CANNOT AFFIRM THAT THIS RECORD RELATES TO THE PERSON OF YOUR INQUIRY. THIS INFORMATION IS COMPLETE AND ACCURATE TO THE EXTENT FEASIBLE AS OF THE DATE OF DISSEMINATION, BASED ON THE RECORDS RECEIVED AT OSBI.

OSBI #: 592 FBI#: 9020000 RELEASE DATE: 05/24/2011

NAME: TESTTWO, OKLAHOMATWO

SEX RACE BIRTHDATE HEIGHT WEIGHT EYES HAIR BIRTHPLACE CITIZENSHIP

F W 02/02/1950 600 200 Brown Brown OK US

FINGERPRINT CLASS: 12121212121212121212

SCARS/MARKS: SC L WRIST

SOCIAL SECURITY NUMBER(S): 123-45-6789

 ENTRY 001 NAME USED: TESTTWO, OKLAHOMATWO

CONTRIBUTOR	CHARGE AT ARREST	DISPOSITION
DATE ARRESTED OR RECEIVED: 01/01/1994	TRAFFIC OFFENSE	PARDONED
ORI: OKOBI0000	OKLA ST B OF I, OKLA CITY, OK	UNLAWFUL HANDLING OF PESTICIDE

 THIS IS A SINGLE-STATE RECORD. NO ADDITIONAL CRIMINAL HISTORY INFORMATION IS INDEXED IN III FOR OTHER STATE OR FEDERAL OFFENSES.

END OF RECORD

ACHS will generate the RAP sheet

HOW TO READ A RAP SHEET

[Http://www.ok.gov/osbi/Criminal_History/](http://www.ok.gov/osbi/Criminal_History/)

HOW TO READ AN OSBI RAP SHEET (RECORD OF ARREST AND PROSECUTION) SHEET

OKLAHOMA STATE BUREAU OF INVESTIGATION
 IDENTIFICATION DIVISION
 6600 NORTH HARVEY SUITE 300
 OKLAHOMA CITY, OKLAHOMA 73116

The Oklahoma State Bureau of Investigation is the repository for fingerprint based information for the state of Oklahoma.

THE FOLLOWING OSBI RECORD IS SUBJECT TO THE OKLAHOMA OPEN RECORDS ACT. INFORMATION SHOWN ON THIS CRIMINAL HISTORY REPRESENTS DATA FURNISHED TO OSBI BY FINGERPRINT CONTRIBUTORS, DISTRICT ATTORNEYS AND COURT RECORDS. WHERE DISPOSITION DATA IS NOT SHOWN OR FURTHER EXPLANATION OF THE CHARGE OR DISPOSITION IS DESIRED, COMMUNICATE WITH THE AGENCY CONTRIBUTING THE RECORD TO OSBI. ONLY THE COURT WHERE A FINAL DISPOSITION OCCURRED CAN PROVIDE A CERTIFIED COPY OF THAT DISPOSITION. UNLESS FINGERPRINTS ACCOMPANIED YOUR REQUEST FOR A CRIMINAL HISTORY RECORD, OSBI CANNOT AFFIRM THAT THIS RECORD RELATES TO THE PERSON OF YOUR INQUIRY. THIS INFORMATION IS COMPLETE AND ACCURATE TO THE EXTENT FEASIBLE AS OF THE DATE OF DISSEMINATION, BASED ON THE RECORDS RECEIVED AT OSBI.

Please read the disclaimer carefully to understand the scope of the OSBI record.

Any individual whose fingerprints are submitted to the OSBI is given a unique number that identifies them in the OSBI fingerprint database.

OSBI #: 123456 RELEASE DATE: 10/20/2009

The date the record was queried and printed.

NAME: TEST, RECORD

SEX	RACE	BIRTHDATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTHPLACE	CITIZENSHIP
M	W	01/01/1965	508	145	BLU	BRO	OK	US

FINGERPRINT CLASS: PIP0AAAAPMPOAAPMXXPO

NAMES USED: EXAM, RECORD

MONIKER(S): TESTY

SOCIAL SECURITY NUMBER(S): 123-45-7890

MISCELLANEOUS NUMBER(S): OA-9876543 AF-123456

DEPARTMENT OF CORRECTION NUMBER(S): 456711

PALM PRINTS AVAILABLE PHOTO AVAILABLE

This area includes the personal identifiers for the subject of the search.

Miscellaneous Number(s) may include military numbers, license numbers or others provided to the OSBI on a fingerprint card submission.

Department of Correction Number(s) are issued to individuals whose criminal record includes processing through the Oklahoma Department of Corrections.

The Contributor of a fingerprint submission can be a law enforcement agency (e.g. Police Department - PD, Sheriff's Office - SO) or a correctional facility. Each agency has an originating agency identification number called an ORI and may have a number assigned to the arrestee called an OCA.

Entries are organized oldest to newest with criminal submission first followed by civilian submissions.

ENTRY 001 NAME USED: TEST, RECORD

CONTRIBUTOR	CHARGE AT ARREST	DISPOSITION
DATE ARRESTED OR RECEIVED: 11/27/1985 ORI: OK0090100 POLICE DEPARTMENT EL RENO, OK	PETIT LARCENY MISDEMEANOR	

Disposition is the result of the arrest and may include no charges being filed, conviction resulting from a plea of guilty or No Contest, a dismissal or other. If no disposition is listed, the result was not reported to the OSBI and should be sought by contacting the appropriate local agencies.

Charge at arrest is determined by the arresting officer. The prosecutor may file the charge(s) listed or others deemed more appropriate to the incident.

END OF PAGE 1. MORE TO FOLLOW

ENTRY 002 NAME USED: TEST, RECORD

DATE ARRESTED OR RECEIVED:	DRIVING UNDER THE INFLUENCE	REFERRED TO MUNICIPAL PROSECUTOR
12/31/1990 ORI: OK0090200 POLICE DEPARTMENT YUKON, OK	MISDEMEANOR	1/28/1991 REDUCED TO RECKLESS DRIVING PAID FINE

Disposition can include a referral from the state or county authority to a city authority. The charge can then be prosecuted under a municipal code for the same offense, reduced or declined.

ENTRY 03 NAME USED: TEST, RECORD

DATE ARRESTED OR RECEIVED:	POSSESSION OF CONTROLLED SUBSTANCE	REFERRED TO DA
06/30/1994 ORI: OK0090000 CANADIAN COUNTY SO EL RENO, OK	MISDEMEANOR	10/20/1994 CANADIAN CO CM1994-307 PLED GUILTY DEFERRED: 0 YRS 180 DAYS

If a sentence is deferred, the finding of guilt is withheld for a set length of time.

Crimes can be felonies or misdemeanors. If filed as a misdemeanor, the case number will begin with CM followed by the year of the filing and a number issued in sequence within the county of arrest. Felony cases will begin with a CF.

ENTRY 004NAME USED: TEST, RECORD

DATE ARRESTED OR RECEIVED:	DOMESTIC ABUSE	REFERRED TO DA
04/22/2000 ORI: OK0550000 OKLAHOMA COUNTY SO OKLAHOMA CITY, OK	FELONY CRIME AGAINST A CHILD DOMESTIC ABUSE CRIME	06/25/2000 OKLAHOMA CO CF2000-145 PLED GUILTY AS CHARGED DOMESTIC ABUSE PRISON: 3 YRS 0 DAYS FELONY CONVICTION

Convictions that result in a prison sentence will have an entry for the subject's intake into the Department of Corrections Facility.

ENTRY 005NAME USED: TEST, RECORD

DATE ARRESTED OR RECEIVED:	DOMESTIC ABUSE	REFERRED TO DA
07/05/2000 ORI: OK014015C LEXINGTON ASSESSMENT AND RECEPTION CENTER LEXINGTON, OK OCA: 456711	FELONY CRIME AGAINST A CHILD DOMESTIC ABUSE CRIME	7/5/2000 OKLAHOMA CO CF2000-145 SENTENCED DOMESTIC ABUSE PRISON: 3 YRS 0 DAYS FELONY CONVICTION

Civilian fingerprint submissions include licensing, employment and adoption/foster care. Individuals with civilian submissions only will not be identified as having a criminal record when a criminal record check request is submitted through the OSBI.

ENTRY 006NAME USED: TEST, RECORD

DATE ARRESTED OR RECEIVED:	HORSE RACING LICENSE
07/05/2000 ORI: OK920030Z HORSE RACING COMMISSION OKLAHOMA CITY, OK	APPLICANT TITLE 3A OS 204-2

END OF RECORD

"END OF RECORD" follows the last entry of the record. If this does not appear then the record may be incomplete.

Search History

Oklahoma State Bureau of Investigation
Automated Criminal History System

Log

Create Search | Pending Searches | Candidate List | Finalized Searches | **Search History** | My Account | Customer Admin

Person Search Example Search

Last Name First Name

Race Gender

Date Of Birth SSN

Search Status Date Submitted

Submitting User

Use "%" for wildcard searching

Search Results

- To use the column filter fields below, type one or more letters and press TAB; this will display all the information that starts with the letter(s).
- To reset the list, clear the filter field and press TAB.
- Search results are limited to 5,000 entries returned.

Store Person Search Layout

Total Entries,

Last Name	First Name	Race	Gender	Date Of Birth	Search Status	Date Submitted	Submitting User
No data							

The “Search History” section of ACHS can be used to search by any subject search criteria, user, date of submission or status. Submission data will be available through ACHS indefinitely, although the ACHS response can only be viewed/printed/saved for 30 days from the date of submission.

This feature makes it easy to see if a submission was made and track usage of the system by date or authorized user.

My Account

The “My Account” area of ACHS has your account information. You can change this information at any time.

Oklahoma State Bureau of Investigation
Automated Criminal History System

Create Search | Pending Searches | Candidate List | Finalized Searches | Search History | **My Account**

User Entry

First Name *	<input type="text" value="test"/>	Last Name *	<input type="text" value="user"/>
User ID *	<input type="text" value="test"/>	Expiration Date	<input type="text" value="08/22/2011"/>
New Password	<input type="text"/>	New Password (verify)	<input type="text"/>
Email Notification *	<input type="text" value="Yes"/>	Email *	<input type="text" value="felicia.jackson@osbi.ok.gov"/>
Phone Number	<input type="text"/>	Fax Number	<input type="text"/>

*Indicates required field

Passwords must obey the following rules...

- New password must contain a special character !@#\$%^&*+
- New password must have at least one upper case letter
- New password must have at least one lower case letter
- New password must have at least one number
- New password must be at least 8 characters long

If “Email Notification” is marked YES, the user will be notified when a RAP sheet is ready to be viewed.

Expiration Date refers to the password which expires every 90 days. The System will notify authorized users via email when their passwords are going to expire. If not changed prior to the expiration date, a company admin or OSBI administrator will have to update the password.

Customer Admin

Oklahoma State Bureau of Investigation
Automated Criminal History System

Create Search | Pending Searches | Candidate List | Finalized Searches | Search History | My Account | **Customer Admin**

User List

- To use the column filter fields below, type one or more letters and press TAB; this will display all the information that starts with the letter(s).
- To reset the list, clear the filter field and press TAB.

Add a new User Entry | View Recent Activity | Store User Layout | Export User List to Excel

Total Entries, 5

First Name	Last Name	User ID	Role	Enabled	Expiration Date	Email	Phone Number	Fax Number
Nanci	Nugen	nancin	Admin	Yes	08/15/2011	nanci.nugen@os		
christopher	hill	chill	Admin	Yes	08/14/2011	christopher.hill@		
dave	page	davep	Admin	Yes	08/14/2011	dave.page@osbi		
Sylvia	Coslow	sylvia	Admin	Yes	05/29/2011	sylvia.coslow@c		
Felicia	Jackson	feliciaj	Admin	Yes	05/29/2011	felicia.jackson@c		

Only Account Administrators (Admins) will see the "CUSTOMER ADMIN" hyperlink.

Click the  Add a new User Entry button to add a new authorized user to your organization.

Click on any of the current user's hyperlinked fields to open their user profile.

In this area of ACHS, the 'entries' are the authorized users associated with your organization.

Adding or modifying a user

Logout

Oklahoma State Bureau of Investigation
Automated Criminal History System

Create Search | Pending Searches | Candidate List | Finalized Searches | Search History | My Account | **Customer Admin**

User Entry

First Name * Last Name *

User ID * Role

Enabled * Expiration Date

New Password * New Password (verify) *

Email Notification * Email *

Phone Number Fax Number

Save Cancel

*Indicates required field

Passwords must obey the following rules...

- New password must contain a special character !@#%^*+
- New password must have at least one upper case letter
- New password must have at least one lower case letter
- New password must have at least one number
- New password must be at least 8 characters long

A user can access ACHS if enabled in their profile. To deny access, change "Enabled" to NO. Organizations are responsible for any submissions made by enabled users.

Required fields are designated with a red asterisk. Assign a password that meets the password rules found in the lower left of the screen. The user can sign in and make changes to all fields except role. Only a company Admin can modify a user's role. Roles include the following:

- admin - can add, enable, disable and modify users
- users - can submit searches and view results
- read-only - allows access to ACHS to view results or submissions only.

Practice Submissions

Use either of the following practice submissions without being charged a fee to familiarize yourself with ACHS:

LAST NAME	FIRST NAME	RACE	GENDER	DATE OF BIRTH	SOCIAL SECURITY NUMBER (SSN)
TESTONE	OKLAHOMA	WHITE	FEMALE	01/01/1970	987-65-4321
TESTTWO	OKLAHOMA	WHITE	FEMALE	02/02/1950	123-45-6789

Entries must be exact to avoid billing!

Changing Column Layout

Oklahoma State Bureau of Investigation
Automated Criminal History System

Create Search | Pending Searches | Candidate List | Finalized Searches | Search History | My Account | Customer Admin

Finalized searches

- To use the column filter fields below, type one or more letters and press TAB; this will display all the information that starts with the letter(s)
- To reset the list, clear the filter field and press TAB.

Store Person Search Layout | Export Person Search List to Excel

Total Entries, 2

Last Name	First Name	Race	Gender	Date Of Birth	Search Status	Date Submitted	Submitting User
testone	oklaho	White	Female	01/01/1970	Response Given	05/24/2011	Jackson, Felicia
testtwo	oklaho	White	Female	02/02/1950	Response Given	05/24/2011	Jackson, Felicia

Right click on the up and down arrows at the end of any column header to sort by column or to add or delete columns available for viewing.

Click on the  Store Person Search Layout Button to make permanent any changes made to the column layout.

Date Submitted | Submitting User

- Sort Ascending
- Sort Descending
- Group by this column
- Columns
 - Last Name
 - First Name
 - Race
 - Gender
 - Date Of Birth
 - SSN
 - Search Status
 - Date Submitted
 - Submitting User

Contact Information

Please contact the following individuals with any questions or concerns regarding ACHS:

Sylvia Coslow
Administrative Programs Officer
(405) 879-2563
(405) 879-2503 FAX
Sylvia.Coslow@osbi.ok.gov

Felicia Jackson
Administrative Programs Officer
(405) 879-2534
(405) 879-2966 FAX
Felicia.Jackson@osbi.ok.gov