

CHIRP is an option for requesting a Criminal History Record Check. **For now, the OSBI will continue to offer this service by traditional means:**

- **FAX**
(405) 879-2503
- **Mail or In Person**
6600 N. Harvey Pl.
Oklahoma City, OK 73116

NAME-BASED

Information needed for a name-based Criminal History Record Check includes:

REQUIRED

- Name
- Date of Birth
- Purpose of Request

OPTIONAL

- Aliases (including maiden, previous married names, nicknames, etc.)
- Sex
- Gender

A signed release from the person to be searched is **NOT** required.

FINGERPRINT-BASED



In-state fingerprint-based searches may be requested in the same manner as name-based searches. One set of **legible fingerprints** on a fingerprint card must accompany the **criminal history request form or letter**.

- Printing service may be available through your local police department or sheriff's office.
- The card must be signed and dated by the printing officer and the person being printed.
- All information blocks must be filled in completely and be legible.
- Expect a minimum of four weeks before a reply is received by mail.

» Go to osbi.ok.gov/services/criminal-history for more information about the costs associated with a Criminal History Record Check and directions for submitting by FAX, mail or in person.

Announcing Oklahoma's newest (and easiest) way to obtain a Criminal History Record Check



Criminal History Information Request Portal



*Background checks in a few quick clicks
brought to you by the*

Oklahoma State Bureau of Investigation

Oklahoma State Bureau of Investigation



Criminal History Reporting Unit
6600 North Harvey Place
Oklahoma City, OK 73116

(405) 879-2986
(405) 843-7303 TDD
(800) 207-6724

criminalhistory@osbi.ok.gov
chirp@osbi.ok.gov



WHAT IS CHIRP

The OSBI's **Criminal History Information Request Portal** (CHIRP) is an online system that allows you to request a name-based criminal history record check electronically - from anywhere.

WHY CHIRP

With a few clicks you can get peace of mind about the people you, your family, friends or employees interact with including:

- A new employee
- Son or daughter's significant other
- Babysitter / Eldercare
- Potential roommate
- Pet or house sitter
- Personal relationship
- Yourself



No Need To:

- (1) Spend gas \$\$
- (2) Pay for postage, or
- (3) Find a fax machine

HOW DO I ACCESS CHIRP

You can scan the QR code with your phone, visit our website at osbi.ok.gov or go to **<https://chirp.osbi.ok.gov>**,



- Create a user account
- Enter the required fields
- Provide a valid email address

Once your account is setup, you can create a search request by clicking the "Request Criminal History Search" button.



WHAT WILL I NEED TO SEARCH CHIRP?



A computer, tablet or phone with an internet connection.



A valid email address; you will be notified via email when your results are ready to be viewed in the CHIRP portal.



Information about the person you are searching.

Similar to a paper-based Criminal History Record Check, you need to provide CHIRP:

REQUIRED

- Full Name
- Date of Birth

OPTIONAL

- Aliases (*up to 3 at no additional cost*)
- Race
- Gender

CHIRP will search three (3) years before and after the given date of birth for possible matches.

Social Security numbers, *if provided*, will result in a more thorough search. You can also include the subject's gender and race.

DOC DATABASES

CHIRP can also search the Oklahoma Department of Corrections (DOC) Oklahoma Sex Offender Registry (SOR) and the Violent Offender Registry (VOR) databases.

HOW DO I PAY FOR A CHIRP SEARCH?



You can pay with a credit or debit card, or with your checking account. Fees are as follows:

Criminal History Database Search	\$15
DOC Sex Offender Registry (SOR) Search	\$ 2
DOC Violent Offender Registry (VOR) Search	\$ 2
Transaction Fee*	\$ 1

** CHIRP users will be charged a single transaction fee regardless of the number of searches conducted within the transaction.*

OSBI customers who bill searches to their organization's account will not be charged a transaction fee and are invoiced monthly for the searches conducted the previous month.

To learn more about becoming a billing customer, please visit the OSBI's website at osbi.ok.gov.

CHIRP offers peace of mind.

It is a **quick, convenient** and **affordable** way to protect what matters most to you.



Fees are pursuant to Title 74 § 150.9 (B)(2) and OSBI Administrative Rule 375.9-1-2