



Oklahoma State Bureau of Investigation

ACHS Customer Registration Application

Customer Main Information

Business Entity Name	
Business Type	
Street Address	
City ST ZIP Code	
Business Phone	
Business Fax	

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	
Title	
Location/Branch	
Business Phone	
Cell Phone	
E-Mail Address	

Business Description

Summarize the services your business provides.

OSBI Contact Person

Name	
Street Address	
City ST ZIP Code	
Business Phone	
Business Fax	
E-Mail Address	

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	
PIN Signature	
Date	

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.