



Criminal History Record Dispute Resolution

To whom it may concern:

The Office of Background Investigations (OBI) recently completed a criminal history background request for you. When OBI receives a Criminal History Record Information (CHRI), from the Oklahoma State Bureau of Investigations (OSBI) and/or the Federal Bureau of Investigation (FBI), a copy is mailed to the individual for their review.

You are receiving the enclosed information because criminal history information was returned for you.

Please review your enclosed CHRI. **If the information is complete and accurate, no further action is required.** Keep the CHRI for your records.

- However, if you feel the CHRI contains incorrect or incomplete information regarding your criminal history, it is your right to dispute those inaccuracies with the OSBI or FBI, in accordance to Title 28, CFR, 16.34:
 - OSBI procedures: [Update Criminal History \(oklahoma.gov\)](https://oklahoma.gov/osbi/background-checks)
 - FBI procedures: <https://www.fbi.gov/about-us/cjis/background-checks> under the heading "Challenge of an Identity History Summary."
- If you believe that OBI made a decision based on inaccurate information found on your CHRI, you may complete this Criminal History Record Dispute Resolution form (see page 2) and return it with supporting documents; including, but not limited to: updated and corrected CHRI, court documents, and/or letters from authorized agencies from the arresting state to OBI at:

Oklahoma Department of Human Services
Office of Background Investigations
P.O. Box 268935
Oklahoma City, OK 73126

OBI will not make a final determination until you have been provided a reasonable time to dispute inaccurate information or decline to do so.

Questions? Contact OBI at OBI@okdhs.org or 1-800-347-2276

Individual with Dispute Resolution Documents

First name	Last name	Social Security number	
Mailing: Street address or PO Box	City	State	ZIP code
Email	Phone number	Extension	

I have disputed my Criminal History Record Information (CHRI) with the arresting state(s). Listed below are the attached dispute resolution documents to update the completeness and accuracy of my CHRI.

Case number	State	Type of document
Case number	State	Type of document
Case number	State	Type of document
Case number	State	Type of document
Case number	State	Type of document
Case number	State	Type of document
Case number	State	Type of document
Case number	State	Type of document

I certify that all information submitted is true and correct.

Signature	Date
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