OK Identification Solutions
322 Main St, Suite 101, Laurel, MD 20707
202-969-0010 | info@okidsolutions.com
Monday to Friday, 9 AM to 4:30 PM

DOCUMENT CHECKLIST

Please read before your appointment

Bring these items with you to our Laurel office.

PLEASE BRING THESE ITEMS

1. **Valid government-issued photo ID**
   Bring an unexpired ID, such as a driver's license, state ID, or passport. If you're unsure, call us to confirm which IDs we accept.

2. **Employer authorization email** Important
   Bring the email from your employer or have it available on your phone. Make sure it shows your correct full name and exact job title.

3. **Agency authorization number**
   Bring the authorization number provided by your employer or requesting agency, if required.

4. **Originating Agency Identifier (ORI)**
   Bring the ORI number provided by the requesting agency, if it applies to your appointment.

5. **CJIS / fingerprinting instructions**
   If CJIS or the requesting agency gave you an ORI number or other fingerprinting instructions, bring that information with you. If you do not have it, contact your employer or agency before your appointment.

BEFORE YOU LEAVE FOR YOUR APPOINTMENT

- [ ] Check that your photo ID is valid and that the name matches your appointment information.
- [ ] Check that your employer email lists the correct job title.
- [ ] Confirm that you have the correct authorization number and ORI / CJIS information, if required.
- [ ] Confirm the appointment address, date, and time.
- [ ] Ask us whether any additional forms, fees, or documents are needed.

> **Please note:** Requirements may differ depending on the employer and licensing agency. To avoid delays or having to reschedule, contact your employer or call us if you are unsure which documents or numbers you need.