

DHS Online Example Instructions

FAILURE TO COMPLETE THIS EXACTLY AS LISTED BELOW RESULTS IN HAVING TO REPEAT THIS PROCESS AND A LOT OF EXTRA WORK AS A RESULT. PLEASE READ CAREFULLY

Instructions by Section

- (1) In the box next to *Request Category – drop down and select “Child Welfare Name Based”
- (2) * Request type – drop down and select “Volunteer” representative.
- (3) * Reason – drop down and select “Volunteer”

Section A – Please make sure that if you have been married you include your current name, but then add your maiden name, previous married names or any nick names you may have in the alias section of A – **ultimately all AKAs must be listed in this section.**

Section B – Complete in full

Section C – Please provide your current mailing/living address in this section – not your mailing address, but **where you currently live – no PO box** number in this section.

THIS SECTION IS OFTEN COMPLETED INCORRECTLY

Section D – Do not check the box just above section D – the results will be sent to the DHS Representative.

Complete section D in full with all of the DHS Representative’s information. DO NOT PUT YOUR INFORMATION HERE. This is very important, please make sure you complete this section correctly.

Misty Stanberry
[631 E. Robinson St. Norman, OK 73071-6616](mailto:Misty.Stanberry@okdhs.org)
405-388-9836
Fax – 405-573-8460
Email – Misty.Stanberry@okdhs.org

If you have lived outside of Oklahoma in the last (5) years you **MUST** complete the lower portions of this section or it will not be a valid search.

Section E – you will select both boxes in this section once you have reviewed the policy link as well.

Section F – you will select this box and provide your initials as your electronic signature.

THIS SECTION IS OFTEN COMPLETED INCORRECTLY

Last Section will also have the DHS Representative’s information (not the person submitting)

Representative Name: **Misty Stanberry**

Title: **CWSIV**

User Identification Number: **U83730**

You will then **select the last box above the save button** you will provide your initials and then **select SAVE.**

Send your reference number as instructed in the TRAC email or written instructions on the website.