

Instructions for CD-26b

- The CD-26b is to be given to a parent with whom the Division is placing a child in the Division's custody in their home to authorize that individual to get their fingerprinting requirement processed.
- This letter is designed to provide the necessary information for the fingerprinting to be done and the billing to be processed correctly.
- Individuals that use the CD-26b are: parents and those adults living in the parent's home that are age 17 and older.
- The instructions for scheduling the appointment by phone or on-line are included in the letter.
- The worker fills in the data located at the bottom of the first page.
 - 1. Full name of individual to be fingerprinted
 - 2. Date of birth of individual to be fingerprinted
 - 3. Social Security Number of individual to be fingerprinted
 - 4. ORI number. This number is pre typed in this field. The ORI number is the Billing Account Number assigned to the Department of Social Services; MO290360Z
 - 5. OCA code. This is very important. This number indicates whether the Children's Division or the applicant pays for the fingerprinting. The OCA code sheet is located on the Children's Division E-forms web page in the Reference Documents and Resource section.
- We use the county OCA code for all persons being printed for the Division but we have additional information to be included with the county code for those persons being printed for any reason other than licensure. Some of these codes are identifiers for persons who must pay for their prints. These codes are:
 - ICPC/R/CD– ICPC Relative
 - ICPC/P – ICPC Parent (not paid by the Division)
 - OTI/R/CD – OTI Relative
 - OTI/P – OTI Parent (not paid by the Division)
 - BIOP – Biological Parent (not paid by the Division; this code should also be used for other adult persons being printed in the household of the biological parent - i.e. paramour, relative, adult child, etc.)
- The OCA code for CD-26b would be the county code with BIOP. For example: 131BIOP.
- There is no print reason on this letter as with the CD-26a and CD-26d because the **Division is not paying** for the fingerprinting.
- Emphasize to the parent that they must take the authorization letter with them to the scheduled appointment.
- Emphasize to the parent the importance of choosing the correct options when scheduling the fingerprinting appointment on-line.