

MASONS ORDERING GUIDE



Ordering site is located at: <http://okmasons.infocheckusa.com>

Background Check Fee is: **\$19.95**

Report Completion Time is: **3 Business Days**

Package Includes 3 Searches: National Criminal, County Criminal and SSN ID.

The [Electronic Verification Waiver](#) is on the forms page of the Grand Lodge website.

For report or billing issues an Online Support Ticket must be submitted.

Support Ticket: <http://support.infocheckusa.com>

Support eMail: Support@InfoCheckUSA.com

STEP 1: Go to Main Ordering Page – Click **GET STARTED**

OK MASONS ORDERING SYSTEM



As a part of our Masonic Lodge approval process, you must successfully complete a background check. In order to make this process quick and easy, the Grand Lodge of Oklahoma requires that you complete the following request. By providing this information electronically it can be safely and securely transmitted to our background check vendor instantly. This enhanced process can remove days of waiting from the overall process.

Please remember to do the following:

- 1.) Click the "GET STARTED NOW" button below to Order Your Report.
- 2.) Sign the Digital Release.
- 3.) Complete all fields.
- Note:** Enter your lodge name in the REFERENCE box.
- 4.) Use your full legal name, date of birth and ssn.
- 5.) **REQUIRED: Select your method for receiving your report - eMail or Fax.**
- 6.) Review your answers for accuracy and spelling.
- 7.) For the County Criminal Check, enter the State and County where you currently Live, Leave the default of 7YR then click the SAVE Link (the bar will turn GREEN).
- 8.) Make payment with credit or debit card.

If you have any questions or special circumstances you should call our office before submitting this request.

Thank You,
Grand Lodge of Oklahoma
P.O. Box 1019 Guthrie, Oklahoma 73044
Telephone: (405)-282-3212
email: info@gloklahoma.com

SAFETY 1ST CrimCHECK Report: \$19.95**

GET STARTED

County check will take up to **3 Business days**

STEP 2: Sign Digital Consent

- Enter Last Name, First Name, DOB (mm/dd/yyyy)
- Click I AGREE

BACKGROUND CHECK CONSENT

By signing this consent form, I acknowledge that I will be subject to a comprehensive criminal background check and I authorize The Grand Lodge of Oklahoma and InfoCheckUSA to investigate my background. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability to the fullest extent permitted by law.

I agree and authorize InfoCheckUSA to charge my credit card for **\$19.95** which covers the cost of the background check report.

STEP 3A: Enter Applicant Information

- Enter Last Name, First Name, Middle Name or Initial
- Enter DOB (mm/dd/yyyy)
- Enter SSN
- Address is NOT required
- Select “ Want a Copy of Your Report – by email” – enter email address
- Reference Code: Enter Lodge Name for Membership

Profile

[Click Here to Start Over](#)

▶ Additional Names to Search

▶ Additional Addresses to Search

Want a copy of your report? by email

Yes, you may contact me if needed at

STEP 3B: Search Information

- Click on COUNTY CRIMINAL search (Select State, Select County of Current Residence then click SAVE).

Background Information need help finding a location?

Nationwide Criminal SuperSearch (Instant)	1 Selected	info	Package
County Criminal	1 Selected	info	Package

OKLAHOMA CARTER 7 year search

[Save](#) [Remove](#)

[+ Add another](#)

SSN Verification + Address History	1 Selected	info	Package
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STEP 3C: Place Order

- Review all information for accuracy – verify report email address.
- Click GREEN ORDER button

Current Order

Total Price
\$19.95

[Order](#)

STEP 4: Make Payment with Credit or Debit Card

- Enter Credit Card information.
- Click Green Order button.
- **DO NOT** double click order button or refresh your browser.
- System will confirm your order – may take up to 5 seconds.

Payment Information

ELMER FUDD email for receipt

Visa MasterCard AmEx Discover

Credit Card Number CC Month CC Year

CCID*

Billing Address Billing City

Billing State Billing Zip

*The CCID (Credit Card Identification Number) is the last 3 digits in the signature block on the back of your credit card. On American Express cards, it's the 4-digit, non-embossed number on the front of the card above the account number. We are requesting it as an added security precaution. **View Example**

Total: \$19.95

STEP 5: Order Receipt and Report

- If you entered your email on the payment screen you will receive a PDF receipt via email.
- Within 3 business days you will receive your background report via email in PDF format.
- Please check your SPAM folder for receipt and report.

If you have not received your report within **5 Business Days** please submit a support ticket or send an email to Support@InfoCheckUSA.com.