

What is Available?

We offer statewide criminal history background checks for Kentucky with our CourtNet system. We can provide the record via fax, standard mail, or walk-in service. Our CourtNet Criminal History database contains records of all misdemeanor and traffic cases for at least the last five years, and felonies dating back to 1978. It contains information from all 120 counties, and includes over 4 million records!

To obtain a CRIMINAL HISTORY BACKGROUND CHECK on yourself or someone else, you can fill out the form on the back and follow the instructions listed for the fees involved.



Descriptions of Processes

We have established various procedures for access to the CourtNet database containing criminal convictions on a statewide basis for the State of Kentucky. The following descriptions may include a variation that your group would find better suited to your operation. The most labor intensive operation on our part will include increased cost. All payments must be made payable to the KENTUCKY STATE TREASURER.

STANDARD MAIL

This method allows you to use the U.S. Postal service to submit your requests. The general requirements that must be met include individual payment, prepaid return envelopes, addressed envelopes or label in the order to the requests. This mail will be processed generally the day after it arrives. The fee for this service is \$5.00 or \$10.00 per request.

WALK-IN & DRIVE THRU SERVICE

This method allows you to walk into our office and request service or visit our drive thru window located in the same building. You are still required to provide all of the standard information, required envelopes, and specific payment for the number of requests processed. These requests will generally be available for pickup that day unless system or volume on other requests precludes that response time. The fee for this service is \$5.00 or \$10.00 per request.

PRE-PAID FAX SERVICE

This method would allow you to establish an account with the Administrative Office of the Courts to prepay your requests. As your requests are processed, you would be informed of the remaining balance with each response. The method of request and response will be via the fax, mail or e-mail. Same day service will occur unless system problems or your number of requests are extremely large (should this occur you would be notified that same day response would not be possible and determine if you wanted us to proceed). We will maintain your account information and provide envelopes for third party notification. The fee for this service is \$15.00 per request.



Hours of Operation

We have representatives in our office, 7 days a week, 24 hours a day that can assist you over the phone. Our walk in service is provided Monday through Friday, 7:30 a.m. - 5 p.m. excluding weekends and holidays. Our drive thru window service is provided Monday through Friday, 7:30 a.m.-10:30 p.m. excluding weekends and holidays.

Directions

Take Interstate 64, Exit 58(Frankfort-Versailles exit). Turn onto US 60 South and travel approximately 1/10th of a mile to a light and turn right onto Millville Rd. Travel approximately 1/4 of a mile and turn right into Millcreek Park. Follow the signs for Record Checks. (Bldg 11)



The courts of Kentucky serve the citizens in many ways. Criminal History information may not be thought of as a judicial function in many people's minds. However, our records are used every day to screen school volunteers, insurance agents, law enforcement personnel and others to make the Commonwealth of Kentucky a safer place to live and work.

*-Chief Justice Joseph E. Lambert
Kentucky Supreme Court*

Administrative Office of the Courts

Pretrial Services Records Division



Statewide Criminal History Background Checks

Telephone: 502-573-1682
800-928-6381
Fax: 502-573-1669

pretrialcustomerservice@mail.aoc.state.ky.us
www.kycourts.net

100 Millcreek Park
Frankfort, Ky. 40601

ADMINISTRATIVE OFFICE OF THE COURTS
PRETRIAL SERVICES RECORDS DIVISION
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381

The process to obtain the information contained in the CourtNet Disposition System is as follows:

Individuals Requesting a record on yourself requires a \$5.00 fee (**check or money order**). Enclose a self addressed stamped envelope for a return reply.

Nonprofit Health Care Housing Auth. Requesting a record on individuals requires a \$5.00 fee (**check or money order**) and your nonprofit number (Form #51-A-126). Your return envelope must be addressed with adequate postage, and the other envelope only needs the address of the person being checked.

Licensing/ Others A request for licensing purposes and on another person requires a \$10.00 fee (**check or money order**) and must include two envelopes. Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked.

Government Government entities must provide both envelopes mentioned above, a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request. Multiple inquiries can be made on a continuation form.

Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact Pretrial Services Records Division at (502) 573-1682 or (800) 928-6381.

PLEASE **PRINT OR TYPE** THE INDIVIDUALS INFORMATION **CLEARLY**.

SOCIAL SECURITY NUMBER: _____

NAME: _____

DATE OF BIRTH: _____

MAIDEN OR ALIAS NAMES: _____

STREET ADDRESS / P.O. BOX: _____

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS. 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - **if applicable**.

Signature

Date

Non-Profit Number (Form 51-A-126), or Tax Exempt Number

Company

Please denote which purpose applies to this request:

Requestor/Contact Person

Employment

Criminal Investigation

Screening Housing Applicants

Volunteer/Care over Juvenile

Licensing

Other (please explain) _____

Telephone Number

Address

City, State, Zip