

## Criminal History Background Checks: What's Available?

The Administrative Office of the Courts (AOC) offers criminal history background checks to individuals, businesses, licensing agencies, government entities and others for a nominal fee. The information comes from CourtNet, the AOC's database that is used to collect court information from the local case management system in all 120 Kentucky counties. The CourtNet database contains more than 4 million records that cover all misdemeanor and traffic cases for at least the last five years and felonies dating back to 1978.

### How to Obtain a Background Check

To order a criminal history background check on yourself or someone else, fill out the request form on the reverse side and follow the instructions for the required fees. You may choose the manner in which you want to place the order:

**U.S. Mail.** If you mail in your request, follow the instructions on the request form and include a money order or check made payable to Kentucky State Treasurer. Requests by mail are generally processed the day they are received, but mail delivery may extend your return time.

**Walk-In and Drive-Thru Service.** You can place a request at our walk-in window or drive-thru window. Follow the instructions on the request form and provide the exact amount in cash, a money order or a check made payable to Kentucky State Treasurer. On-site requests are available for pick up the same day unless the volume of requests or system problems cause a delay.

**Prepaid Account Service.** You can establish an account with the AOC to prepay your requests. You will be informed of the remaining balance as your requests are processed. Those with an account can make requests by mail or fax and the report will be returned by mail, fax or e-mail. You will receive same-day service unless system problems cause a delay.

## A Message From the Chief Justice



The Pretrial Services Records Division serves a vital role for all citizens of our Commonwealth. By following the mandates of the Kentucky General Assembly, we work to ensure that accurate, up-to-date criminal history information is available to those entitled to it under Kentucky law. The safety and protection of our children and families is important to us all, and the Records Division plays an important role in that protection.

*Joseph E. Lambert*  
*Chief Justice of Kentucky*

### Hours of Operation

#### Phone Service

24 hours a day, seven days a week

#### Walk-In Window

Monday - Friday, 7:30 a.m. - 5 p.m.

Closed weekends and holidays

#### Drive-Thru Window

Monday - Friday, 7:30 a.m. - 10:30 p.m.

Closed weekends and holidays

### Directions

Take Frankfort Exit 58 and turn south onto U.S. 60 (Versailles Road) and proceed for a short distance before turning right onto Highway 1681. Drive for about one-half mile, passing three houses on the right. After the third house, turn right into Millcreek Park. Follow the Records Check signs to Building #11.

Pretrial Services Records Division  
Administrative Office of the Courts  
100 Millcreek Park • Frankfort, Kentucky 40601  
Phone 502-573-1682 • 800-928-6381  
Fax 502-573-1669  
pretrialcustomerservice@mail.aoc.state.ky.us  
www.kycourts.net

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# Statewide Criminal History Background Checks



*A service offered by the Pretrial  
Services Records Division of the  
Administrative Office of the Courts*



# Criminal Background Check Request Form

To obtain a criminal background check from the Administrative Office of the Courts, follow these steps based on the appropriate classification. Please note that when you request a background check on an individual, that person is notified by mail as to whom requested their court record. To make multiple requests, contact the Pretrial Services Records Division for additional copies of this form or make additional copies on your own.

### Individuals: Yourself

**Fee: \$10\*** by money order or check made payable to Kentucky State Treasurer. To order by mail, enclose payment and a self-addressed stamped envelope for a return reply.

### Individuals: Others

**Fee: \$10\*** by money order or check made payable to Kentucky State Treasurer. To order by mail, enclose payment, a self-addressed stamped envelope for a return reply and an envelope addressed to the person whose record you are requesting.

### Nonprofit Organization

**Fee: \$10\*** by money order or check made payable to Kentucky State Treasurer. To order by mail, enclose payment, your nonprofit number (Form 51-A-126), a self-addressed stamped envelope for a return reply and an envelope addressed to the person whose record you are requesting.

### Licensing

**Fee: \$10\*** by money order or check made payable to Kentucky State Treasurer. To order by mail, enclose payment, a self-addressed stamped envelope for a return reply and a stamped envelope addressed to the licensing agency.

### Government

**Fee: Waived.** To order by mail, include your tax-exempt number. Enclose a self-addressed stamped envelope for a return reply and an envelope addressed to the person whose record you are requesting.

\* \$15 for prepaid fax service.



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# Record Check: Individual's Information

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Maiden Name or Alias \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

E-mail Address (if available) \_\_\_\_\_

# Record Check: Requestor's Information

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 \_\_\_\_\_

Do you want the records e-mailed? \_\_\_\_\_ No \_\_\_\_\_ Yes

If Yes, E-mail Address \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Company \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Nonprofit # (Form 51-A-126) or Tax Exempt #, if applicable \_\_\_\_\_

**Purpose of Request:**  Licensing  Criminal Investigation  Volunteer/Care (Juveniles)  
 Employment  Screening Housing Applicants  Other (explain) \_\_\_\_\_