

ADMINISTRATIVE OFFICE OF THE COURTS
RECORDS UNIT
1001 VANDALAY DRIVE
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381
records@kycourts.net



Driver's License# _____

Student's Name: _____

A current background check is required to be on file for ALL parents/volunteers. There is a fee charged by the state and a new request must be completed each calendar year (every 12 months). The process to obtain a background check is as follows:

1. To be processed at Goodridge, **\$10 cash**, check or money order payable **Goodridge Elementary School** MUST accompany this form.
- OR
2. To process online (payable by credit card for **\$25** plus a nominal online processing fee), please visit the following website: **courts.ky.gov**
 - click on public
 - click on "criminal record report"
 - Click on "registered bgin user" (Be sure to select option to receive your results via e-mail).

If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUAL'S INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: _____

NAME: _____

MAIDEN NAME(S) AND/OR ALIAS: _____

DATE OF BIRTH: _____

STREET ADDRESS /PO. BOX: _____

CITY, STATE, ZIP CODE: _____

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.

***ALL INFORMATION BELOW IS REQUIRED.**

Individual's Signature
Goodridge Elementary School
Company
Alicia Kennedy, School Clerk
Requestor/Contact Person
3330 Cougar Path
Address
Hebron, KY 41048
City, State, Zip

Date
alicia.kennedy@boone.kvschools.us
Email address
859-334-4420
Telephone Number

Please denote which purpose applies to this request:

- Employment
- Criminal Investigation
- Screening Housing Applicants
- Volunteer/Care over Juvenile
- Licensing
- Other (please explain)