

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 to Goodridge Elementary School **MUST** accompany this form.
OR
2. To be processed at the Administrative Court office in Frankfort, a \$20 check or money order (NO cash) payable to Kentucky State Treasurer, can be mailed to the above address.
OR
3. To process online (payable by credit card for \$20 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 login user" (Be sure to select option to receive your results via e-mail).

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 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 / P.O. 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
Kim Walls, School Clerk
Requestor/Contact Person
3330 Cougar Path
Address
Hebron, KY 41048
City, State, Zip

Date
kim.walls@boone.kyschools.us
E-mail address
858-334-4420
Telephone Number

Please denote which purpose applies to this request:

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