

Volunteer Background Records Check Pursuant to KRS 17.160

Youth Leader Request / Court of Justice www.courts.ky.govrecords@kycourts.net

Volunteers: This is a criminal background check. It is required that all persons wanting to participate in any school activity such as: volunteering, chaperoning, participation in track and field, or any other school activities. This form requires your information and not your students.

It is very important that you **fill out the bolded areas** of this document completely and send it back to the school as soon as possible.*There is a state of Kentucky fee for the processing of this form of **\$10.00** (per person) to be **made payable to New Haven Elementary** who then has to pay the state through the state portal account.*

The state should also send you a copy of your background check. If your background check does not meet district requirements to be a volunteer you will be contacted by the school principal.

Organization: New Haven Elementary
10854 US HWY 42
Union, Ky 41091

Contact Person: MaryJo Gleis
Phone: (859) 384-5325

Please print clearly. Failure to comply with these procedures will result in the request being returned unprocessed by the state. If you suspect information contained on the record is incorrect, or have any questions please contact the state Records Unit at (502) 573-1682 or (800) 928-6381.

_____	_____	_____	_____	____/____/____
First Name	M.I.	Last Name	Social Security #	Date of Birth
_____		_____	_____	_____
Maiden or Alias Name		Address	City	State Zip
(____) _____	_____			
Phone Number	Student's Name & Teacher			

It can take some time for the state to process these especially during various high volume times of the year. If you intend on volunteering in any capacity please give at least 4 weeks to get the forms back from the state. You can complete the background check form on-line through the state department website for \$25.00 if you need it back sooner.

I agree to immediately notify the school principal if I am convicted of or plead guilty to any drug offense; sexual offense; offense against minors; deadly weapon offense; violent, abusive, threatening, or harrassment offense; or any felony offense.

_____	_____
Signature	Date