

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



A current (**every 2 years per LBES Volunteer Policy**) background check is required to be on file for ALL parents/volunteers. Please see proces below:

1. To be processed at Longbranch Elementary, \$10 cash, check, or money order payable to **Longbranch 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**
 - a. **Click on public**
 - b. **Click of "criminal record report"**
 - c. **Click on "registered begin user" (Be sure to select the option to receive results via email).**

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 THE INDIVIDUAL'S INFORMATION CLEARLY

NAME: _____

SOCIAL SECURITY NUMBER: _____

MAIDEN NAME(S) OR ALIAS: _____

DATE OF BIRTH: _____

DRIVER'S LISENCE NUMBER _____

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

Date

Longbranch Elementary * 2805 Longbranch Road, Union KY 41091 * (859) 384-4500

Heidi Kesselring

heidi.kesselring@boone.kyschools.us

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www.courts.ky.gov

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