

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



1. If you have processed your background check at another Boone County school, get a copy and bring it to the Gray Middle School office. Acceptable background checks must be dated on or after August 1<sup>st</sup> of the current school year.
2. Send a \$10 check (payable to Gray Middle School) along with the completed form to the GMS office. Forms will only be processed two (2) times each year. The first cutoff date will be Friday, September 27<sup>th</sup> and the second will be February 21<sup>st</sup>.
3. Go to [www.courts.ky.gov](http://www.courts.ky.gov) to process the background request on your own. A fee of \$25.00 is charged to individuals.  
Background checks done while at GMS will be good for your child's duration at GMS.

PLEASE **PRINT OR TYPE** THE INDIVIDUAL'S INFORMATION **CLEARLY**:

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DLN: \_\_\_\_\_

NAME: \_\_\_\_\_

MAIDEN NAME (S) AND/OR ALIAS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

STREET ADDRESS/P.O. BOX \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

STUDENT NAME(S) CURRENTLY AT GMS: \_\_\_\_\_

*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

\_\_\_\_\_  
Company

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Requestor/Contact Person

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

**Please denote which purpose applies to this request:**

Employment

Criminal Investigation

Screening Housing Applicants

Volunteer/Care over Juvenile

Licensing

Other (please explain) \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip