

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



The process to obtain the information contained in CourtNet is as follows:

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 1st of the current school year.
2. Send a \$10 check (payable to Gray Middle School) along with the completed form to the GMS office
3. Go to 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 523.106. 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