

APPENDIX 'B' CRIMINAL BACKGROUND INQUIRY

AOC-PT-49
 Rev. 7-03
 www.kycourts.net/
 aoc/pretrialservices/
 aoc_ps_records.htm

ADMINISTRATIVE OFFICE OF THE COURTS
 PRETRIAL SERVICES RECORDS DIVISION
 100 MILLCREEK PARK
 FRANKFORT, KENTUCKY 40601
 502-573-1682 or 800-928-6381
 pretrialcustomerservice@mail.aoc.state.ky.us



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

- Individuals** Requesting a record on yourself requires a \$10.00 fee (check or money order). Enclose a self addressed stamped envelope for a return reply.
- Nonprofit** Requesting a record on individuals requires a \$10.00 fee (check or money order) and your nonprofit number (Form #51-A-126). Your return envelope must be addressed with adequate postage, and the other envelope only needs the address of the person being checked.
- Health Care**
- Housing Auth.**
- Licensing/ Others** A request for licensing purposes and on another person requires a \$10.00 fee (check or money order) and must include two envelopes. Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked.
- Government** Government entities must provide both envelopes mentioned above, a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request. Multiple Inquires can be made on a continuation form.

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 Pretrial Services Records Division at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUALS INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: _____

NAME: _____

DATE OF BIRTH: _____

MAIDEN OR ALIAS NAMES: _____

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.

 Individual's Signature Date

 Non-Profit Number (Form 51-A-126), or Tax Exempt Number E-mail address (sent to this e-mail only)

Would you like the CourtNet Records e-mailed? [] Yes [] No

 Company Telephone Number

 Requestor/Contact Person

 Address

Please denote which purpose applies to this request:
 Employment
 Criminal Investigation
 Screening Housing Applicants
 Volunteer/Care over Juvenile
 Licensing
 Other (please explain)