REQUEST FOR CONVICTION RECORDS/ NON-PUBLIC SCHOOLS

Pursuant to House Bill 595, enacted by the 2002 Kentucky General Assembly (HB 595), a request is hereby made for any record of the applicant identified herein for conviction of a crime, as enumerated in HB 595. This information shall be released to:

_____

Agency Name and Address

ACKNOWLEDGMENT BY APPLICANT

I have applied for employment as a certified teacher with a Non-Public School. I know that the Kentucky State Police (KSP) will provide the above identified employer/prospective employer with any record I may have for conviction of a crime specified in HB 595 found within the files of the KSP Criminal History Repository. I further understand that KSP will conduct a National Background check through the FBI and based upon the results of that check, will make a "fitness determination" recommendation for employment to my employer/prospective employer. I know that I have the right to inspect my Kentucky criminal history record only and to request correction of any inaccurate information contained therein. If I do not exercise that right, I agree to hold harmless the KSP and any KSP employee from any claim for damages arising from the dissemination of inaccurate information.

APPLICANT INFORMATION **(PLEASE PRINT)**

NAME: _____
Last First Middle Maiden

ADDRESS: _____
Street City State Zip

SEX _____ RACE _____ DATE OF BIRTH _____ SOC. SEC. NO. _____

_____ _____
Signature Date Witness Date

Instructions:

Employing agencies should ensure that all application information is completed.

Employing agencies should forward a check or money order made payable to the **Kentucky State Treasurer** in the amount of **$34.00** for each submitted form, $10.00 for the state level check, and $24.00 for the nationwide check.

The Kentucky State Police will charge a $25.00 fee on each returned check.

RETURN THIS FORM TO:

Kentucky State Police
Records Branch
Name Search Section
1250 Louisville Road
Frankfort, KY 40601