

BACKGROUND CHECK PROCEDURE DIGITAL FINGERPRINT PACKET – FORM A

- 1) The school will present to the new employee, also known as the applicant, a packet containing this cover sheet and the information listed below.
 - a. KSP FORM-A ‘Request for Conviction Records/Nonpublic Schools’
 - b. Letter to the KSP requesting the fingerprint background check of the applicant

Applicant **must** complete and sign the Kentucky State Police (KSP) application, **KSP FORM-A** as described in **1a**, acknowledging that they are aware of the criminal record check. A witness signature **must** be included on this application. School personnel can be considered a witness.

- 2) The *school office* will fax (859-253-0939) the completed form or mail it to the following address: Risk Management Office, Diocese of Lexington, 1310 W. Main St., Lexington KY 40508-2048.

**FOR TRACKING AND BILLING PURPOSES
IT IS IMPORTANT FOR SCHOOL PERSONNEL TO COMPLETE STEP 2.**

- 3) The school will send the applicant, along with the letter described in item **1b** to a digital fingerprint location as listed below.
 - A. The Lexington (CDL) Commercial Driver’s License site. The applicant will call 1-888-655-9655 to make the appointment. Their address is 162 East Main Street Room 201, Lexington KY 40507.
 - B. The AFIS office in Frankfort, Kentucky. The applicant may go to this office to be fingerprinted without an appointment. The hours of operation are 8 a.m. to 4:30 p.m. Monday through Friday. Special times outside of this window must be pre-arranged by calling 1-502-227-8700, ask for the AFIS section. The office address is 1266 Louisville Road, Frankfort KY, 40601. **GO TO THE REAR OF THE BUILDING AND ENTER THROUGH THE DOOR MARKED AFIS.**
- 4) **The applicant does not pay for the Fingerprint Background Check at the fingerprint location.** The Catholic Schools Office of the Diocese of Lexington has a prepaid account with the KSP. This account is charged a standard processing fee, as determined by the KSP, for each processed Background Check. In turn, the Catholic Schools Office will bill the school for the application fee related to the processing of the background check for their school.
- 5) The completed background check report is received via U.S. mail and becomes the property of the Catholic Schools Office. The Superintendent of Schools will notify the school principal of any abnormalities. The completed reports are kept on file at our office. Copies will be made for a school, upon the request of the school principal or their designee.



REQUEST FOR CONVICTION RECORDS/ NONPUBLIC SCHOOLS

Pursuant to KRS 160.151, request is made for any criminal record found in the files of the Kentucky centralized criminal history record information system regarding the person identified herein. This information shall be released to:

Diocese of Lexington, 1310 W Main St., Lexington KY 40508

School Name and Address

KRS 160.151/Certified Teacher

KY920180Z

KSP-PRIV SCHOOL PROG

FRANKFORT, KY

ACKNOWLEDGMENT BY APPLICANT

I have applied for a position as a certified employee or student teacher with the above named nonpublic school. I hereby request that the Kentucky State Police inform the above named school of any criminal record found in the files of the Kentucky centralized criminal history record information system. I also understand and request that the KSP conduct a nationwide criminal records check through the FBI and based upon the results of that check, inform my employer/prospective employer whether or not I have a criminal record. I know that I have the right to inspect my Kentucky criminal history record 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: _____
First Middle Last Maiden

ADDRESS: _____
Street City State Zip

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

Signature Date Witness Date

INSTRUCTIONS:

Requesting schools should ensure that all application information is completed.

Requesting agencies should forward a check or money order made payable to the **Kentucky State Treasurer** in the amount of **\$39.25** for each submitted form. Requests should be accompanied by **two, self-addressed stamped envelopes** – one bearing the name and address of the requesting agency and the other bearing the name and address of the applicant.

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

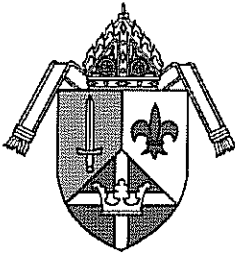
RETURN THIS FORM TO:

Kentucky State Police
Criminal Identifications and Records Branch
Criminal Records Dissemination Section
1250 Louisville Road
Frankfort, KY 40601

The \$39.25 fee will be apportioned as follows: \$20.00 to the Kentucky State Police and \$19.25 to the Federal Bureau of Investigation

Visit us online @ <http://kentuckystatepolice.org>

**CATHOLIC DIOCESE OF LEXINGTON
THE CATHOLIC CENTER**



July 1, 2011

Kentucky State Police
Criminal Identification and Records Branch
1250 Louisville Rd.
Frankfort, KY 40601

Dear State Police Representative,

The Catholic Schools Office of the Diocese of Lexington is in need of a fingerprinted background check, to include the KSP and FBI reports for one of its school personnel. Please fingerprint the bearer of this letter for a complete background check as stated above, using the information below.

**DIOCESE OF LEXINGTON
1310 W MAIN ST.
LEXINGTON KY 40508-2048**

KRS 160.151 Certified Teacher (Statute authorizing KSP to fingerprint personnel)

KY920180Z (Code for billing and mailing of completed reports)
KSP-PRIV SCHOOL PROGRAM, FRANKFORT KY

I understand that the Diocese of Lexington will be billed for the completed background report through the prepaid account established for the Diocese of Lexington by the Kentucky State Police.

Thank you very much for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Linda K. Ulanday".

Linda K. Ulanday
Administrative Assistant to the Superintendent