

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



**Volunteers:** Cost - \$10, cash or check made payable to Portland Christian School

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

**Individuals**

**Employees/Coaches:** No charge

Requesting a record on yourself requires a \$25.00 fee (~~check or money order~~). If you do not receive a response in 30 days contact us at the number listed above.

**Nonprofit/Commercial/Others**

Requesting a record on individuals requires a \$25.00 fee (~~check or money order~~).

**~~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 the Records Unit at (502) 573-1682 or (800) 928-6381.

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:** \_\_\_\_\_

*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**

**You will only be contacted by the school if there is an issue.**