

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 a student in a Boone County elementary school process your background check with that elementary school. Once processed by the state bring a copy to Gray Middle School. 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. Forms will only be processed two (2) times each year. The first cutoff date will be Friday, September 27th and the second will be February 23rd.
3. Go to www.courts.ky.gov to process the background request on your own. A fee of \$20.00 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 523.100. 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

Lori K. Erickson

Requestor/Contact Person

Telephone Number

10400 US Hwy 42

Address

Union, KY 41091

City, State, Zip

Please denote which purpose applies to this request:

- Employment
- Criminal Investigation
- Screening Housing Applicants
- Volunteer/Care over Juvenile
- Licensing
- Other (please explain) _____