



REQUEST FOR CONVICTION RECORDS/ EMPLOYMENT

Request is made for any record of conviction found in the files of the Kentucky centralized criminal history record information system regarding the person identified herein. This information shall be released to:

\_\_\_\_\_  
Agency Name and Address

ACKNOWLEDGMENT BY APPLICANT

I have applied for a position with the above stated organization. I am requesting that the Kentucky State Police provide the employer with any record of conviction found in the files of the Kentucky centralized criminal history record information system. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State police and any Kentucky State Police employee(s) 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:

**Requesting agencies 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 **\$10.00** 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

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