

## Instructions on How to Obtain a Background Check to Volunteer

Parents/Guardians can go to the following website and request a background check through the KY Administrative Office of the Courts. **Note: There is a \$20 fee to process your background check request.**

<http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>

Click on the “one-time request” link on the right side of the page to begin. Once you have received your background check (pending District review and approval), bring it with the other completed documents (Volunteer Program Application & Confidentiality Agreement) to the Family Resource or Youth Services Centers to be added to the volunteer program.