



**YOUTH LEADER REQUEST**

MAIL REQUESTS TO:  
Administrative Office of the Courts  
Records Unit  
1001 Vandalay Dr.  
Frankfort, Kentucky 40601  
502-573-1682 or 800-928-6381

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

**Individuals serving as Youth Leaders**

Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked or provide e-mail addresses in place of envelopes.

**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 INDIVIDUALS INFORMATION **CLEARLY**.

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

MAIDEN NAME(S) AND/OR ALIAS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

STREET ADDRESS / P.O. BOX: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

***I understand that failure to accurately provide the information requested may result in my prosecution under K.R.S. 523.100. I have provided the basic information necessary to qualify for record processing.***

**NOTE:**

A charge of \$10.00 is required PER person PER background check when processed through the school. Send cash or check (made out to CMS) and the COMPLETED copy of this background to: Megan Taylor at CMS. If you choose to send it yourself, the cost is \$25.00 (check or money order payable to Kentucky State Treasurer).