

ADMINISTRATIVE OFFICE OF THE COURTS
PRETRIAL SERVICES, RECORDS DIVISION
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
800-928-6381

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

Individuals: Requesting a record on yourself requires a \$5.00 fee (check or money order). Enclose a self addressed stamped envelope for a return reply.

Nonprofit: Requesting a record on individuals requires a \$5.00 fee (check or money order) and your nonprofit number (Form #51-A-126). Your return envelope must be addressed with adequate postage, and the other envelope only needs the address of the person being checked.

Others: A request on another person requires a \$10 fee (check or money order) and must include two envelopes. Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked. These requests will be considered commercial.

Government: Government entities must provide both envelopes mentioned above, a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request. Multiple inquiries can be made on a continuation form.

Fees are paid to 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 Pretrial Services, Records Division at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUALS INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: _____

NAME: _____

DATE OF BIRTH: _____

MAIDEN OR ALIAS NAMES: _____

STREET ADDRESS / P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

I understand that failure to accurately provide the information requested may result in my prosecution under K.R.S. 523.1100. I have provided the basic information necessary to qualify for record processing and exemption of fees – if applicable.

Signature

Date

Non-Profit Number (Form 51-A-126),
or Tax Exempt Number

Please denote which purpose applies
to this request:

Requestor/Contact Person

Telephone Number

- ___ Employment
- ___ Criminal Investigation
- ___ Screening Housing Applicants
- ___ Volunteer/Care over Juveniles
- ___ Other (Please explain) _____

Address
