

FINGERPRINTING INSTRUCTION SHEET

Prior to scheduling the exam a completed [fingerprint card](#) must be sent:

1. Directly to the Kentucky State Police at:

Kentucky State Police
Records Branch
1266 Louisville Road
Frankfort, KY 40601

2. With a check or money order:
 - a. In the amount of \$32.00
 - b. Made payable to Kentucky State Police

Complete the following required fields on the fingerprint card **IN BLACK INK:** ***(Failure to do so will result in the card being returned to you and will prolong the process of obtaining a background report and your license.)***

- ORI NUMBER **KY920229Z**
- Last, First, and Middle Name
- Aliases
- Signature and Residence of person being fingerprinted
- Date and Signature of Official taking fingerprints
- Date of Birth
- Citizenship
- Sex
- Reason Fingerprinted – **KRS 324.045 Real Estate License**
- Race
- Height
- Weight
- Eye Color
- Hair Color
- Place of Birth (State or County)
- Social Security Number

Do not fold or staple the fingerprint card.

Take the [fingerprint card](#) for fingerprinting to:

- a. Kentucky State Police Post;
- b. Louisville Metro Corrections (502) 574-2191;
- c. United Parcel Services (UPS) mailing office; or
- d. Any local police station or sheriff's office trained to do fingerprinting in your area.

Note: All of the required fields listed above must be completed, in black ink only, on the fingerprint card or the card will be returned to you for completion.

****Be sure to retain a receipt showing where your prints were made. If the prints are rejected you will have to submit this receipt to the Commission. If possible, it is best to have your prints made at the Kentucky State Police.**

Digital fingerprints are acceptable if fingerprints are transferred to:

1. An FD -258 fingerprint card and ORI number **KY920229Z** is placed on the card, or
2. An electronic print out in the FD-258 format with the ORI number **KY920229Z**.

The Kentucky State Police will mail the fingerprints directly to the Kentucky Real Estate Commission's office. You will not receive them in the mail.

FINGERPRINT USE AND CHALLENGE INFORMATION

The Kentucky Real Estate Commission, pursuant to KRS 324.045, requires a criminal history background report from the FBI for an applicant for licensure.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

“Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and received FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI’s CJIS division records system, the application should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.”

Kentucky State Police Post Locations

Post 1 – 8366 State Route 45 North, Hickory, KY, (270) 856-3721 – Must have an appointment
Post 2 – 1000 Western KY Parkway, Nortonville, KY, (270) 676-3313 – Must have an appointment
Post 3 – 3119 Nashville Road, Bowling, KY, (270) 782-2010 - Monday–Friday 8:00am–4:00pm
Post 4 – 1055 North Mulberry, Elizabethtown, KY, (270) 766-5078 – Wednesdays Only 10:00am-2:00pm
Post 5 – 160 Citation Lane, Campbellsburg, KY, (502) 532-6363 – Call ahead for availability
Post 6 – 4265 US Highway 25, Dry Ridge, KY, (859) 428-1212 – Call ahead for availability
Post 7 – 699 Eastern Bypass, Richmond, KY, (859) 623-2404 – Monday-Friday 8:00am–3:00pm
Post 8 – 1595 Flemingsburg Road, Morehead, KY (606) 784-4127 – Monday-Friday 8:00am– 3:00pm
Post 9 – 3499 North Mayo Trail, Pikeville, KY (606) 433-7711 – Call ahead for availability
Post 10 – 3319 South US 421, Harlan, KY (606) 573-3131 – Monday-Friday 8:00am–4:00pm
Post 11 – 11 State Police Road, London, KY (606) 878-6622 – Monday-Friday 8:00am–4:00pm
Post 12 – 1266 Louisville Road, Frankfort, KY (502) 782-9780 – Monday-Friday 8:00am-4:00pm**
Post 13 – 100 Justice Drive, Hazard, KY (606) 435-6069 - Monday-Friday 8:00am-4:00pm
Post 14 – 5975 State Route US 60, Ashland, KY (606) 928-6421 - Monday-Friday 8:00am-3:00pm
Post 15 – 1118 Jamestown Street, Columbia, KY (270) 384-4796 – Call ahead for availability
Post 16 – 8415 US Highway 41 South, Henderson, KY (270) 826-3312 – Wednesdays Only 11:00am-1:00pm

****Location that processes the FBI Background checks for KREC**

APPLICANT

* See Privacy Act Notice on Back

FD-258(Rev.9-9-13) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM

FIRST NAME

MIDDLE NAME

FBI

LEAVE BLANK

ALIASES AKA

O
R
I

KY920229Z

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB
Month Day Year

CITIZENSHIP CTZ

SEX

RACE

HGT.

WGT.

EYES

HAIR

PLACE OF BIRTH

POB

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO. FBI

CLASS _____

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

REF. _____

KRS 324.045 Real Estate License

MISCELLANEOUS NO. MNU

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

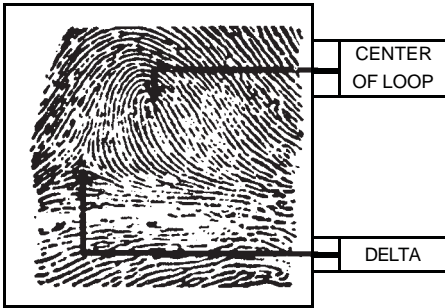
L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

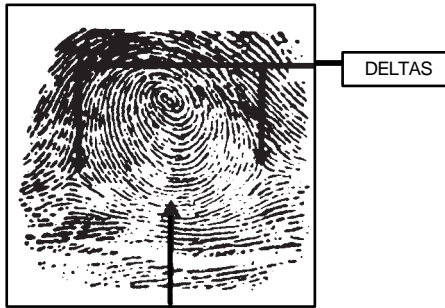
**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306**

1.LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2.WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3.ARCH



ARCHES HAVE NO DELTAS

APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

Ensure all information is typed or legibly printed using blue or black ink.
Enter data within the boundaries of the designated field or block.
Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)
* The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)
* criminal fingerprint cards also require an arrest charge and date of arrest.
* civil fingerprint cards also require a reason fingerprinted and date fingerprinted

Do not use highlighters on fingerprint cards.
Do not enter data or labels within 'Leave Blank' areas.
Ensure the 'Reply Desired' field is checked when applicable (criminal only).
Ensure fingerprint impressions are rolled completely from nail to nail.
Ensure fingerprint impressions are in the correct sequence.
Ensure notations are made for any missing fingerprint impression (i.e. amputation).
Do not use more than two retabs per fingerprint impression block.
Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at <lialison@leo.gov>.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of ILQJHUSULQWV DQG DVVFRFLDWHG information is generally authorized under 8 6 & 534. Depending on the nature of your application, supplemental authorities include Federal statutes, 61ate statutes SXUUXDQW to Pub.L. 92-544, Presidential Executive Orders, DQGIHGHJUDO Providing IRXULQJHUSULQWV DQG DVVFRFLDWHG LQIRUPDWLRQLVYROXQWUWU KRZYHYU IDLOXUHW GR VR PDI DIIHFWRP SOHWLRQRU DSSURYDO RI IRXU DSSOLF DWLLRQ

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and VHFULWV FOHDDQDFHV may be predicated on fingerprint-based EDNFUJRXQG checks. Your fingerprints DQGDVFRFLDWHG information ELRPHWLVFV Pay be SURYLGHGWRWKHPSORLQJ LOYH/WLJDWLQRURWKHUJZLVH UHVSROVLEOH DJHQF DQG RU WKHFBI for the SXUSRVH RI FRPSOLQJ IRXU ILQJHUSULQWV WR RWKHU ILQJHUSULQWV LQ WKH % V 1U HW HQHUDLWRQ GHOMILLDFWRQ 1, VVWHP RU LW VXFHHV RU VVWHPV LOFOXQLYLO FULPQDO DQG ODVHWQ ILQJHUSULQW UHVSRUWLHU RU RWKHU DYDLODQHUFRUG RI WKH HPSORLQJ LOYH/WLJDWLQRUR RWKHUJZLVH UHVSROVLEOH DJHQF. The FBI may retain IRXU ILQJHUSULQWV DQG DVVFRFLDWHG LQIRUPDWLRQ ELRPHWLVFV LQ 1, DIWHUWKHFRPSOHWLRQRU WKLDSSOLFDFWRQDQG ZKLOH UHWDLQHG IRXU ILQJHUSULQWV PDI FRQWLQXHW R FRPSDUHGDJLQV RWKHU ILQJHUSULQWV XEPLWWHG WR RU HWIDLQHGE 1.

Routine Uses: XULQJWKH SURFHVVLQRU WKLDSSOLFDFWRQDQGI RU DV ORQJ WKHUHDHWUHU DV IRXU ILQJHUSULQWV DQGDVFRFLDWHG LQIRUPDWLRQ ELRPHWLVFV DUHUHWDLQHGLQ 1, IRXU LQIRUPDWLRQ PDI EH GLVFORVHG SXUUXDQW WR IRXUFRQVWQW DQGDQDI EH GLVFORVHG ZLWK RXYOUR consent as permitted by the Privacy Act of 1974 DQG DDO DSSOLFDEOH SRXQWLQH BVHV DV may be published at any time in the Federal Register, including the 5outine 8ses for the 1, VVWHP DQGWKH)BI's Blanket Routine Uses Routine uses include, but are not limited to, disclosures to: HPSORLQJ JRYHUHQPHQWDO or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

INSTRUCTIONS:

- * 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
- 2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
- 3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- ** MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).