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 Kentucky Real Estate 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 report directly to the Kentucky Real Estate Commission office. You will not receive them in the mail.
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

Effective 8/23/17 – The Kentucky State Police will charge $10 for fingerprinting.
**APPLICANT**

* See Privacy Act Notice on Back

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

SIGNATURE OF PERSON FINGERPRINTED

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>NAM</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAVE BLANK</td>
<td>TYPE OR PRINT ALL INFORMATION IN BLACK</td>
<td>FBI</td>
<td>LEAVE BLANK</td>
</tr>
</tbody>
</table>

**LAST NAME**     **NAM** FIRST NAME MIDDLE NAME

**ALIASES** AKA OR I

**KY920229Z**

**SIGNATURE OF PERSON FINGERPRINTED**

**DATE OF BIRTH**

**Month** Day Year

**RESIDENCE OF PERSON FINGERPRINTED**

**CRIMINAL HISTORY**

**CITIZENSHIP** CTZ

**SEX** RACE HGT. WGT. EYES HAIR

**PLACE OF BIRTH**

**DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS**

**YOUR NO.** OCA

**FBI NO.** FBI

**ARMS FORCES NO.** MNU

**SOCIAL SECURITY NO.** SOC

**MISCELLANEOUS NO.** MNU

**REASON FINGERPRINTED**

KRS 324.045 Real Estate License

**LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY**

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

**RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY**

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE
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. IDENTIFICATION 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).