

# KSP Background Check

Print and utilized the fingerprint card below or a card stock version may be obtained from:

- KREC, 656 Chamberlin Ave, Suite B, Frankfort KY - during business hours
- Educators – many of your class instructors will have a supply
- Your local real estate board office

Digital fingerprints are acceptable if fingerprints are transferred to:

- An FD-258 Fingerprint card and ORI number KY920229Z is placed on the card, or
- An electronic print out in the FD-258 format with the ORI number KY920229Z

Please fill out the mandatory fields on the FD-258 card/form in **BLACK INK**:

<b>APPLICANT</b> <small>*See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK										FBI		LEAVE BLANK	
FD-258(Rev.9-9-13) 1110-0046		SIGNATURE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME		ALIASES AKA		ORI I KY920229Z		DATE OF BIRTH Month Day Year		DOB Year	
RESIDENCE OF PERSON FINGERPRINTED		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		ARMED FORCES NO. MNU		CLASS											
REASON FINGERPRINTED		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU		REF.											
KRS 324.045 Real Estate License																	

**IMPORTANT:**

- Individuals may NOT fingerprint themselves; we recommend fingerprints be obtained from a law enforcement agency.
- Do not bend, staple, or fold the ink cards or fingerprint forms when mailing them.
- Be sure to retain a receipt showing where your fingerprints were made. If your prints are rejected you will have to submit this receipt to the Kentucky Real Estate Commission.

Submit completed fingerprint card/form (FD-258) AND a \$32.00 check or money order (payable to KSP) to:

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

The Kentucky State Police will mail the report directly to the Kentucky Real Estate Commission office. You will not receive them in the mail unless you choose to receive a copy. Four to seven weeks following the submission of your fingerprints to the KSP, you MUST contact the Commission to verify receipt of your report. NOTE: KSP does not provide your contact information on your report so KREC cannot contact you to let you know it has been received.

# KSP Background Check

## FINGERPRINT USE AND CHALLENGE INFORMATION

Pursuant to KRS 324.085, all applicants for licensure from the Kentucky Real Estate Commission must submit a criminal history background check from the FBI.

In accordance with this 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

*Effective 8/23/17 – The Kentucky State Police will charge \$10 for fingerprinting, payment of either a personal check or money order.*

- 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 (Digital print)**
- 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**