



Kentucky Court of Justice  
www.kycourts.net

# Youth Leader Request

AOC-PT-55, Rev. 11-03

## Mail Requests To:

Records Division  
Pretrial Services  
Administrative Office of the Courts  
100 Millcreek Park  
Frankfort, Kentucky 40601  
502-573-1682 or 800-928-6381

## Youth Leader Information

To request a record on an individual from the CourtNet Disposition System for the purpose of obtaining a background check, please follow these steps:

- Send this completed form to the mailing address above.
- Enclose a stamped envelope addressed to you for your return reply.
- Enclose a #10 (business-size) envelope addressed to the individual being checked.
- If you prefer, provide e-mail addresses for you and the individual being checked in place of envelopes.

**Failure to comply with these procedures will result in the request being returned unprocessed.** If you have any questions once you receive a reply, or if you suspect the information contained in the record is incorrect, contact Pretrial Services at 502-573-1682 or 800-928-6381.

## Information on Individual Whose Record is Being Checked (please type or print clearly):

Social Security # \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Maiden or Alias Names \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

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

NICHOLS CO BOARD OF ED

301 West Main

Name of Agency

Address of Agency

Requestor/Contact Person

City, State, ZIP

Date

Phone #

E-mail Address