

Please follow these steps if you wish to place an electronic request for a Kentucky Criminal Background Check via the Administrative Office of the Courts's website:

1. Go to <http://courts.ky.gov> and click on "Obtain a Criminal Record Report":

Helpful Links

- [Surplus Property Sale](#)
- [Mediation Program](#)
- [Employment Opportunities](#)
- [Judicial Vacancies](#)
- [Obtain a Criminal Record Report](#)
- [Jury Duty](#)
- [Court Interpreting Services](#)
- [Statistical Reports](#)

2. Click "Click here to enter AOCFastCheck":

AOCFastCheck

[AOCFastCheck](#) is a new process that will greatly reduce the time required to provide criminal record reports.

Through [AOCFastCheck](#), you can submit requests for criminal record reports and receive an e-mail notification when the results are available.

[Click here to enter AOCFastCheck](#)

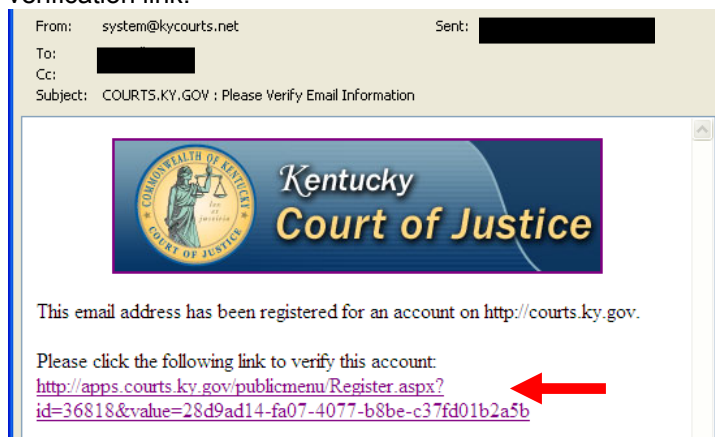
3. Click "Register":

How to create or use an AOCFastCheck account:

New Users - [Register](#)
Returning Users - [Log in](#)

4. Fill out the registration form and click the "Register" button.


5. An email will be sent to the email address you registered with. Open the email and click on the verification link:



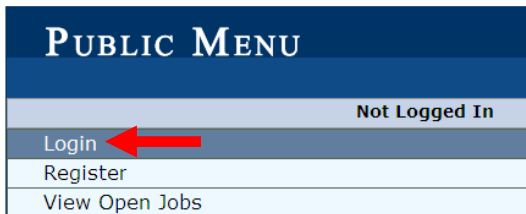
6. Go back to the AOCFastCheck website (<http://courts.ky.gov/aoc/AOCFastCheck.htm>) and log in:

How to create or use an AOCFastCheck account:

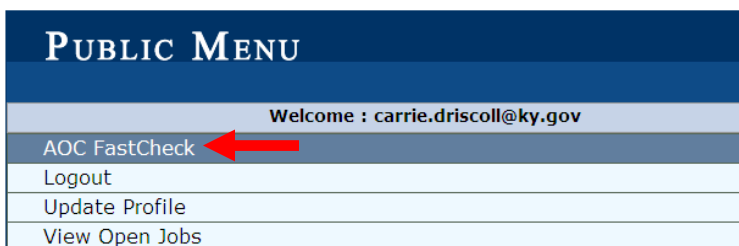
New Users - [Register](#)

Returning Users - [Log in](#) 

7. Click "Login" and log in with the email address and password you registered with:



8. Click "AOC FastCheck":



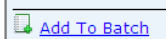
9. Click "Click Here to Add a New Batch":



10. Fill out the information as follows:

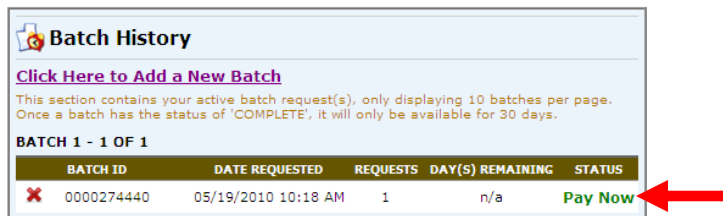
- Category: "Licensing"
- Group: "Kentucky Board of Nursing"
- Reason: "Licensing"
- Requester Information: Enter your information
- Request Entry: "Manual Entry" then enter your information (including any maiden names, aliases, or any other names you have ever used)
- NOTE: Items with an asterisk (*) are required

11. When finished, click "Add to Batch"

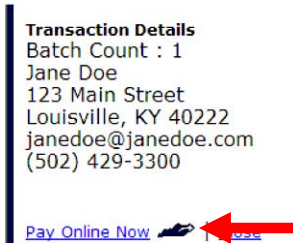


12. Click "Submit Request"

13. Click "Pay Now":



14. Click "Pay Online Now":

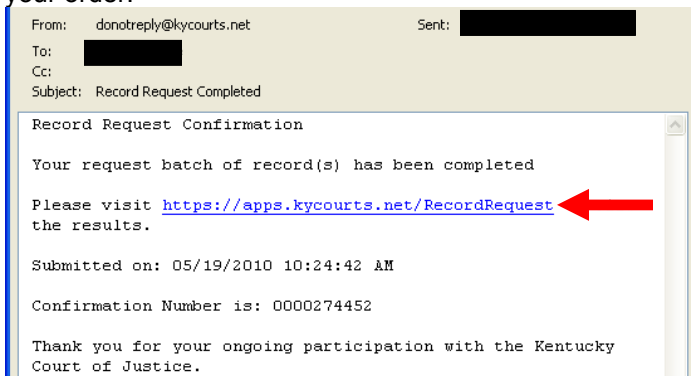


15. Fill out your billing and credit card information.
- NOTE: Visa and MasterCard only
 - NOTE: You will be charged for the criminal history report and an express processing fee. These are AOC fees, not Kentucky Board of Nursing fees.

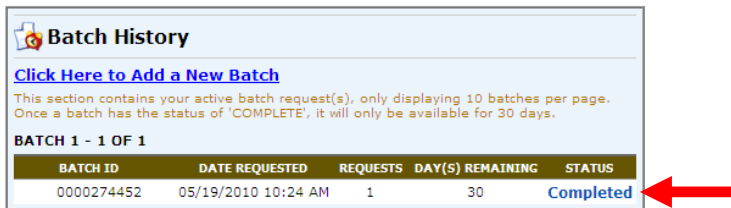
16. Click "Continue." You will receive a confirmation.

17. To check the status of your order, log in to AOCFastCheck (<http://apps.courts.ky.gov/PublicMenu/default.aspx>)
NOTE: It may take 24-48 hours for your background check to appear

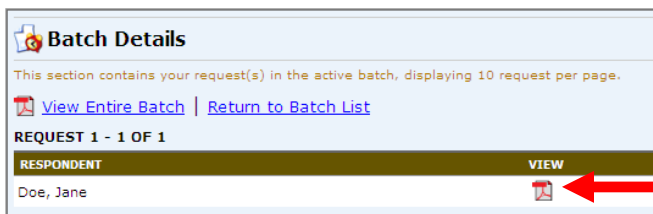
18. You will receive an email when your order has been completed. Follow the link in the email to see your order:



19. When your order status is listed as "Completed," your order has been processed by the AOC:



20. To see the results of your background check, click "Completed," then click on the PDF icon. This is the result that will be sent to KBN.



21. A copy of this background check will be electronically submitted by AOC to KBN. Please allow 7-14 business days for the processing of your background check by KBN.
22. To check the status of your KBN application (including KBN processing of background check), go to <http://kbn.ky.gov/license/appstatus.htm>