Kentucky Board of Nursing
312 Whittington Pky Ste 300
Louisville KY 40222-5172
www.kbn.ky.gov
502-429-3300
800-305-2042

Requesting a Kentucky Criminal Background Check Electronically from the Administrative Office of the Courts (AOC)
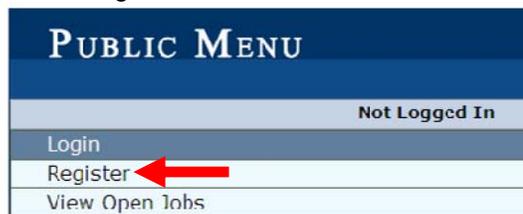
06/2018

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:
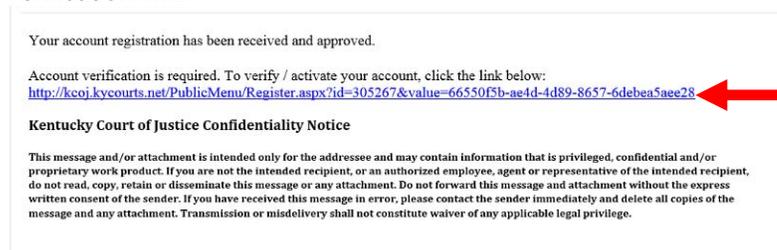
1. Go to https://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx and click on "AOCFastCheck":
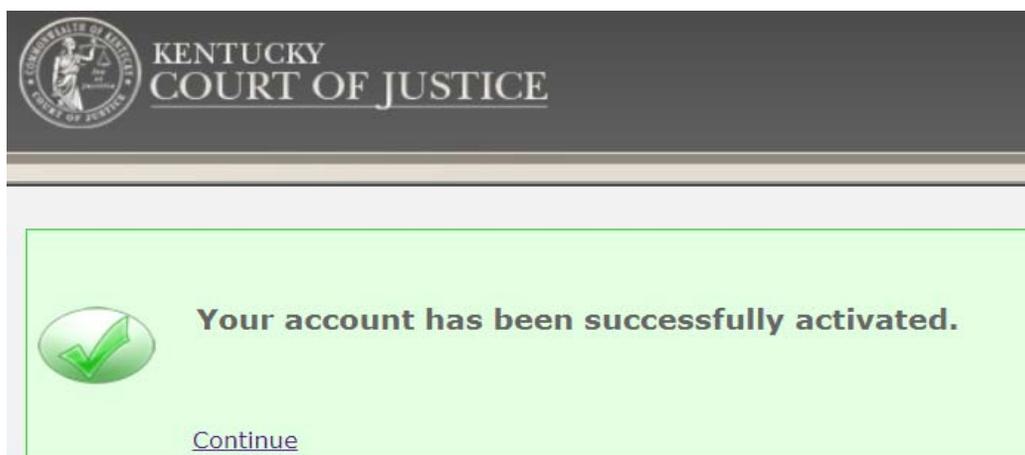

2. Click "Register":

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

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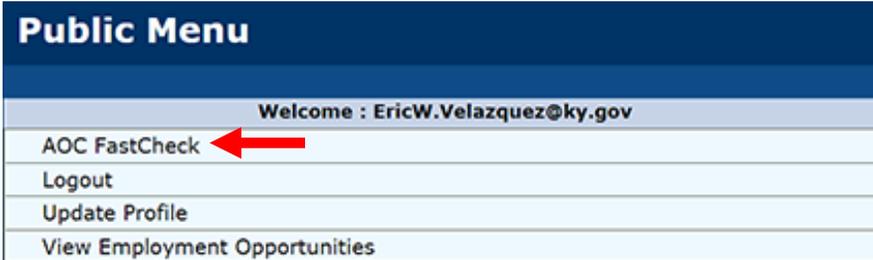

5. You will be taken to a screen that will say, "Your account has been successfully activated." You will now need to click "Continue".

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

7. Click "AOC FastCheck":

8. Click "Create New Record Request"

9. 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

10. When finished, click "Add to Batch"


11. Click "Submit Request"

12. Click "Pay Now":

13. Click "Pay Online Now":

14. 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.

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

16. To check the status of your order, log in to AOCFastCheck (http://kcoj.kycourts.net/PublicMenu/) NOTE: It may take 24-48 hours for your background check to appear

17. You will receive an email when your order has been completed. Follow the link in the email to see your order:
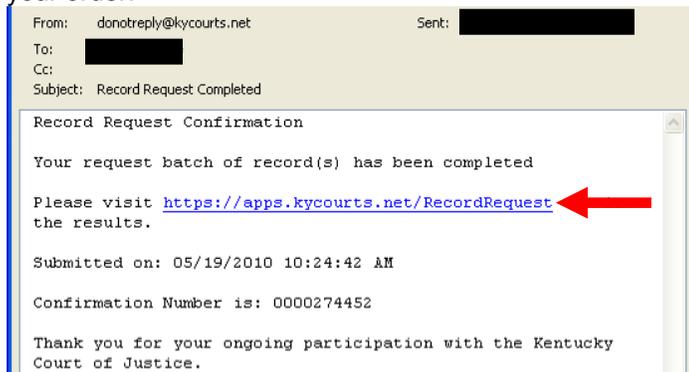
18. When your order status is listed as "Completed," your order has been processed by the AOC:

19. 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.

20. 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.

21. To check the status of your KBN application (including KBN processing of background check), go to https://kbn.ky.gov/apply/Pages/appstatus.aspx