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](https://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx) and click on “AOCFastCheck”:

   ![AOCFastCheck](image)

   AOCFastCheck is an online portal for obtaining criminal record reports. You have two online options:

   - Online Requests: AOCFastCheck
   - [One-Time Request](https://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx):

2. Click “Register”:

   ![Register](image)

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:

   ![Verification Link](image)

   Account verification is required. To verify your account, click the link below:

   [http://kys.jury.kentucky.gov/PublicMenu/Register.aspx?cl&h=401542678&userid=66756076-oe1f-4f89-8657-6dea125e0e0f](http://kys.jury.kentucky.gov/PublicMenu/Register.aspx?cl&h=401542678&userid=66756076-oe1f-4f89-8657-6dea125e0e0f)

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

   ![Successful Activation](image)
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:

    ![Record Request Confirmation]

    Your request batch of record(s) has been completed
    Please visit https://apps.kycourts.net/RecordRequest to view
    the results.
    Submitted on: 05/19/2010 10:24:42 AM
    Confirmation Number is: 0000274452
    Thank you for your ongoing participation with the Kentucky
    Court of Justice.

18. When your order status is listed as “Completed,” your order has been processed by the AOC:

    ![Batch History]

    Click Here to Add a New Batch
    This section contains your active batch(s); only displaying 10 batches per page.
    Once a batch has the status of “COMPLETE,” it will only be available for 30 days.
    BATCH 1 - 1 OF 1
    BATCH ID: 0000274452
    DATE REQUESTED: 05/19/2010 10:24 AM
    REQUESTS: 1
    DAYS REMAINING: 0
    STATUS: Completed

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.

    ![Batch Details]

    This section contains your request(s) in the active batch, displaying 10 request per page.
    Please visit https://apps.kycourts.net/RecordRequest to view
    the results.
    REQUEST 1 - 1 OF 1
    REQUEST ID: R1-01
    STATUS: Completed

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