FORM 8301-BGC
(Rev. 1-2010)

# Kentucky Department of Insurance
# LICENSING REQUEST FORM

**The process to obtain Kentucky criminal background checks through the CourtNet Disposition System are as follows:**

## YOU MAY COMPLETE THIS REQUEST ONLINE AT THIS LINK:
**http://courts.ky.gov/aoc/AOCFastCheck.htm**

**Or by paper:**
Requesting a criminal background check for the purpose of obtaining a License with the Kentucky Department of Insurance (DOI) requires a **$15.00 fee** (Check or money order made payable to the KENTUCKY STATE TREASURER). Completely fill out this form and enclose a self-addressed postage paid envelope **or provide** your complete email address. A copy of your criminal background check will be emailed to the Department of Insurance. The individual and DOI will receive a copy of the report. If you have any questions, please contact Customer Service, Pretrial Services, Records Division at 502-573-1682 or 800-928-6381.

**Mail request to this address:** **ADMINISTRATIVE OFFICE OF THE COURTS**
**PRETRIAL SERVICES, RECORDS DIVISION**
**100 MILLCREEK PARK**
**FRANKFORT KY 40601**

*PLEASE **PRINT OR TYPE** THE INFORMATION CLEARLY*

| *Last Name* | *First Name* | *Middle Name* | *(Jr., Sr., etc.)* |
|---|---|---|---|
| | | | |

| *Social Security Number* | *Date of Birth* | *Alias/Maiden Name* |
|---|---|---|
| - - | *Mo. _____Day____ Year_____* | |

| *Address* | *City* | *State* | *ZIP* |
|---|---|---|---|
| | | | |

*Complete Email Address* :

***I understand that failure to accurately provide the information requested may result in my prosecution under K.R.S. 523.100***

_____ _____
**Signature of Licensee** **Date**

| **Kentucky Department of Insurance**<br>**Agent Licensing Division**<br>**215 W. Main Street**<br>**P.O. Box 517**<br>**Frankfort, KY 40602**<br>**502-564-6004** | **For Office Use Only** |
|---|---|
| **e-mail: DOI.AgentLicensingMail@ky.gov** | **E-mail to:**<br>**DOI.AgentLicensingMail@ky.gov** |

***FAILURE TO COMPLY WITH ALL PROCEDURES WILL RESULT IN THIS DOCUMENT BEING RETURNED UNPROCESSED***