

ADMINISTRATIVE OFFICE OF THE COURTS
RECORDS UNIT
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381
records@kycourts.net



The process to obtain the information contained in CourtNet is as follows:

Individuals

Requesting a record on yourself requires a \$10.00 fee (check or money order). If you do not receive a response in 30 days contact us at the number listed above.

Nonprofit/Commercial/Others

Requesting a record on individuals requires a \$10.00 fee (check or money order).

Government

Government entities must provide a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request.

When you have completed this form please return it to the front office at North Pointe. Fees are paid to the order of North Pointe Elementary by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED AND UNPROCESSED. If you suspect information contained on the record is incorrect or have any questions please contact the records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUAL 'S INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: _____ DLN: _____

NAME: _____

MAIDEN NAME(S) AND OR ALIAS: _____

DATE OF BIRTH: _____ PHONE: _____

STREET ADDRESS / P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

EMAIL: _____

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.

*** ALL INFORMATION BELOW IS REQUIRED.**

Individual's Signature	Date
Tax Exempt Number	E-mail address (sent to this e-mail only)
North Pointe Elementary School	859-334-7000
Company	Telephone Number
North Pointe Elementary School	
Requestor/Contact Person	Please denote which purpose applies to this request:
875 North Bend Rd	<input type="checkbox"/> Employment
Address	<input type="checkbox"/> Criminal Investigation
Hebron, KY 41048	<input type="checkbox"/> Screening Housing Applicants
City, State, Zip	<input checked="" type="checkbox"/> Volunteer/Care over Juvenile
	<input type="checkbox"/> Licensing
	<input type="checkbox"/> Other (please explain) _____

STUDENT NAME: _____ GRADE/TEACHER: _____