

## **HOW TO OBTAIN KENTUCKY & FEDERAL CRIMINAL BACKGROUND CHECKS**

Both a Kentucky Criminal Background Check through the Kentucky State Police (KSP) and a Federal Criminal Background Check through the Federal Bureau of Investigation (FBI) are required of each applicant for licensure as a Licensed Professional Clinical Counselor (LPCC) or a Licensed Professional Associate (LPCA).

### **KENTUCKY**

The KSP conducts the Kentucky Criminal Background Check. This Form can be found at: [http://www.ksonline.org/pdf/employment\\_rev11\\_10.pdf](http://www.ksonline.org/pdf/employment_rev11_10.pdf)

Fingerprints are not required.

Once complete, mail the Form and payment of \$20.00 (check or money order) to:

Kentucky State Police  
Criminal Identification and Records Branch  
Criminal Records Dissemination Section  
Frankfort, KY 40601

This process takes an average of 10 business days to complete.

The KSP currently does NOT have a way to request a background check on-line.

On the Form, note that the information shall be released to: Board of Licensed Professional Counselors, PO Box 1360, Frankfort, Kentucky 40602.

Requests must be accompanied by a self-addressed, stamped envelope bearing the name and address of the Board. If you would like your own copy, include a second self-addressed, stamped envelope bearing your name.

### **FEDERAL**

The FBI offers three options for requesting your Identity History Summary (Federal Criminal Background Check). Go to <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and choose to complete your request electronically to the FBI. The cost to request an Identity History Summary is \$18. Current processing time for requests submitted electronically is estimated to be 3 to 5 business days upon receipt of the fingerprint card.

#### **Obtain a Set of Your Fingerprints**

A fingerprint card and instructions for completing the card can be found here: <https://www.edo.cjis.gov/artifacts/standard-fingerprint-form-fd-258-1.pdf>. You may also obtain one from the Department of Public Protection, 656 Chamberlin Ave., Suite B, Frankfort, KY – during business hours or your local law enforcement agency.

- Your fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes. The FBI will accept FD-258 fingerprint cards on standard white paper stock.

- You must provide a current fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth *must be* listed on the fingerprint card.
- You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions).
- The Board strongly recommends that you obtain your fingerprints from the KSP or at a local law enforcement agency (police station, sheriff's office, etc.). A fee may apply. The KSP charge \$10 for fingerprinting.
- Fingerprints taken with ink or via live scan are acceptable. If your fingerprints are taken via a live scan device, a hard copy must be generated so the fingerprint card can be mailed to the FBI.
- To ensure the most legible prints possible, refer to the FBI's Recording Legible Fingerprints page (<https://www.fbi.gov/services/cjis/fingerprints-and-other-biometrics/recording-legible-fingerprints>). If fingerprints are not legible, the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees.

- **Second and Subsequent Fingerprint Card Request Instructions:**

Sometimes your fingerprints will be rejected. This most often occurs due to poor quality. In that case, you will receive a second fingerprint card request in the mail from the FBI. If that happens:

- You are required to submit the second fingerprint card to the FBI. If you initially had your fingerprints taken at the Kentucky State Police, bring your rejection letter, and a second card will be provided without a fee. Policies at other local law enforcement agencies may vary.

The cost to request a second and each subsequent Identity History Summary is \$18.

- If you receive a second rejection letter please contact the board.

## **IMPORTANT**

All FBI Criminal Background Checks expire 90 days after the report date of issuance.