

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

KSP conducts a KY name based Background Check. This [Form](#) can be found at:
<http://kentuckystatepolice.org/background-checks/>

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
1266 Louisville Road
Frankfort, KY 40601

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

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 and address.

FEDERAL

You can receive a fingerprint background check for your application through the FBI.

1. Go to <https://uenroll.identogo.com/>
2. Scroll down and select Fingerprint Cards.
3. Applicant will select Schedule or Manage an Appointment.
4. Applicant will register and select a fingerprint appointment (day/time) based on the zip code they enter.
5. At appointment, applicant will pay \$20 and receive 2 fingerprint cards with their fingerprints.
6. Applicant will mail fingerprint card and application to the FBI. Visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks> for 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. 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.