

HOW TO OBTAIN KSP AND FBI 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.

Kentucky State Police (KSP) Background Check:

KSP conducts a KY name-based Background Check. Fingerprints are not required.

1. Visit <http://kentuckystatepolice.org/forms/background-check-forms/> and select “Click here to download Request for Conviction Records/Employment” in the Employment box.
2. Download and complete the Request for Conviction Records – Employment/Professional License form. On the Form, note that the information shall be released to: KY Board of Licensed Professional Counselors, PO Box 1360, Frankfort, Kentucky 40602.
3. Mail the form and payment of \$20.00 (check or money order made payable to Kentucky State Treasurer) to:

Kentucky State Police
Criminal Identification and Records Branch
Criminal Records Dissemination Section
1266 Louisville Road
Frankfort, KY 40601

Federal Bureau of Investigation (FBI) Background Check:

The FBI background check does require fingerprints. These can be done on fingerprint cards or digitally. Applicants will need to schedule an appointment through Identogo to have their fingerprints taken.

1. For digital fingerprints: Visit <https://uenroll.identogo.com/> and select FBI History Check.
2. For paper fingerprint cards: Visit <https://uenroll.identogo.com/> and select Fingerprint Cards.
3. Select Schedule or Manage Appointment.
4. Applicant will register and select a fingerprint appointment (day/time) based on the zip code entered.
5. At the appointment, the applicant will pay Identogo fees and receive either digital fingerprints or 2 fingerprint cards.
6. Visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks> to submit your background check application to the FBI for processing. Background checks can be processed online or via mail through the FBI. Please follow the instructions on that page.