**Kentucky State Police (KSP) Background Check  
Department of Counseling and Student Affairs**Western Kentucky University

The Department of Counseling and Student Affairs requires a Kentucky State Police Conviction Data background check for students applying for admission into Counseling and Student Affairs degree programs. The Kentucky State Police Conviction Data background check must be received and approved by the counseling faculty **BEFORE** an applicant is admitted.

Applicants should initiate this check once they begin the application process so it will be in their file before the application deadline. The Request for a KSP Conviction Data form is below.

Students are to complete the form and forward it to the Kentucky State Police. Include a $20.00 check or money order made payable to the **Kentucky State Treasurer.** Requests should be accompanied by two, self –addressed stamped envelopes – one bearing the name and address of the requesting agency (**Department of Counseling Programs – Records, Gary Ransdell Hall 2011, Western Kentucky University, 1906 College Heights Blvd. #51031, Bowling Green, KY 42101**) and the other bearing the name and address of the student.

See the form below for detailed instructions.



**REQUEST FOR CONVICTION RECORDS/ MINORS**

Pursuant to KRS 17.160, request is made for any record of conviction found in the files of the Kentucky centralized criminal history record information system regarding the person identified herein. This information shall be released to:

**Western Kentucky University – Counseling & Student Affairs, 1906 College Heights Blvd. GRH 2011  
Bowling Green, KY 42101-1031**

Organization Name and Address

ACKNOWLEDGMENT BY APPLICANT

I have applied for employment or a volunteer position with the above named organization involving supervisory or disciplinary power over a minor. I am requesting that the Kentucky State Police provide the employer with any record of conviction found in the files of the Kentucky centralized criminal history record information system. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State police and any Kentucky State Police employee(s) from any claim for damages arising from the dissemination of inaccurate information.

APPLICANT INFORMATION **(PLEASE PRINT)**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Last First Middle Maiden

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Street City State Zip

SEX\_\_\_\_\_ RACE \_\_\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOC SEC NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date Witness Date

INSTRUCTIONS:

**Requesting agencies should ensure that all application information is completed.**

Requesting agencies should forward a check or money order made payable to the **Kentucky State Treasurer** in the amount of **$20.00** for each submitted form. Requests should be accompanied by **two, self –addressed stamped envelopes** – one bearing the name and address of the requesting agency and the other bearing the name and address of the applicant.

**The Kentucky State Police will charge a $25.00 fee on each returned check.**

**RETURN THIS FORM TO:** Kentucky State Police  
Criminal Identifications and Records Branch  
Criminal Records Dissemination Section  
1266 Louisville Road  
Frankfort, KY 40601

Visit us online @ http:\\kentuckystatepolice.org

Revised 10/08