

Instructions for Obtaining a Kentucky State Police Background Check

Background checks are required on all key participants in a business entity.

Consistent with federal law, KDA requires a Kentucky State Police (KSP) background check on each hemp license applicant plus additional “key participants” within a business entity seeking a license. A “key participant” within a business entity is a person or persons who have a direct or indirect financial interest in the entity producing hemp, such as an owner or partner in a partnership. A key participant also includes persons in a corporate entity at executive levels including chief executive officer, chief operating officer and chief financial officer. This does not include such management as farm, field or shift managers.

Background checks are required annually. Your request will be processed by the Kentucky State Police (KSP) office listed below.

KSP Records Branch, Criminal Records Dissemination Section

Address: 1266 Louisville Road, Frankfort, KY 40601

Phone: 502-227-8700

Business hours: M-F 8:00 AM - 4:30 PM Eastern Time (ET).

Website: <http://kentuckystatepolice.org/forms/background-check-forms/>

You must complete the form on the next page or use the original form at:

http://kentuckystatepolice.org/wp-content/uploads/2017/12/employment_rev11_10.pdf

- You may submit the request and payment in person where it can be processed while you wait (typically 15 minutes).

Required for a mailed submission of the background check:

1. Completed **Request for Conviction Records-Employment/Professional License** form found on the following page
2. \$20 check made payable to Kentucky State Treasurer
3. Self-Addressed Stamped Envelope (SASE) for a copy to be returned to **YOURSELF**
4. Mail items 1-4 listed above to:
Kentucky State Police
Criminal Identifications and Records Branch 1266
Louisville Road
Frankfort, KY 40601

The Request for Conviction Records/Employment/Professional License form (also known as the background check request) must be mailed or hand-delivered to Kentucky State Police; DO NOT SEND THIS REQUEST TO KDA.

Once you receive your background check in the mail, you will submit that with your application by uploading a pdf of the form into the hemp application software program. DO NOT SEND YOUR BACKGROUND CHECK TO KDA SEPARATE FROM YOUR HEMP APPLICATION.



REQUEST FOR CONVICTION RECORDS - EMPLOYMENT/PROFESSIONAL LICENSE

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:

Kentucky Department of Agriculture, ATTN: Hemp Program, 111 Corporate Dr, Frankfort, KY 40601

Agency/Organization Name and Address

ACKNOWLEDGMENT BY APPLICANT

I am requesting that the Kentucky State Police provide the above named agency/organization 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:
First Middle Last Maiden

ADDRESS:
Street City State Zip

SEX: RACE: DATE OF BIRTH: SOC SEC NO:

Signature Date Witness Date

INSTRUCTIONS:

Requesting agencies/organizations should ensure that all application information is completed.

Requesting agencies/organizations 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/organization 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

