

ADMINISTRATIVE OFFICE OF THE COURTS  
RECORDS UNIT  
100 MILLCREEK PARK  
FRANKFORT, KENTUCKY 40601  
502-573-1682 or 800-928-6381  
records@kycourts.net



The process to obtain the information contained in CourtNet is as follows:

**Individuals**

Requesting a record on yourself requires a \$20.00 fee (check or money order). If you do not receive a response in 30 days contact us at the number listed above.

**Nonprofit/Commercial/Schools**

Requesting a record on individuals requires a \$10.00 fee (check or cash).

**Government**

Government entities must provide a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request.

**Fees are paid to the order of: Portland Christian School. Failure to comply with these procedures will result in the request being returned unprocessed.** If you suspect information contained on the record is incorrect, or have any questions, please contact the RECORDS UNIT at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUAL'S INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DLN: \_\_\_\_\_

NAME: \_\_\_\_\_

MAIDEN NAME(S) AND/OR ALIAS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

STREET ADDRESS / P.O. BOX: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

*I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.*

\* ALL INFORMATION BELOW IS REQUIRED.

\_\_\_\_\_  
Individual's Signature

\_\_\_\_\_  
Date

Portland Christian School System  
Company

\_\_\_\_\_  
E-mail address (sent to this e-mail only)

Donna Harrison  
Requestor/Contact Person

\_\_\_\_\_  
Telephone Number

(502) 429-3727  
Company Telephone Number

Please denote which purpose applies to this request:

- Employment
- Criminal Investigation
- Screening Housing Applicants
- Volunteer/Care over Juvenile
- Licensing
- Other (please explain) \_\_\_\_\_

**PLEASE NOTE:** The School will contact you ONLY if there are **concerns**. Thank You!