

**ADMINISTRATIVE OFFICE OF THE COURTS  
PRETRIAL SERVICES  
100 MILLCREEK PARK FRANKFORT, KENTUCKY 40601  
(502) 573-2350**

The process to obtain the information contained in the COURT DISPOSITION SYSTEM is as follows:

Individuals . . . . . Requesting a record on yourself is free. Enclose a self-addressed stamped envelope for a return reply.

Others . . . . . A request on another person requires a \$15.00 check or money order and must include two envelopes. Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked. These requests will be considered commercial.

Non-Profit . . . . . And Governmental Units must provide both envelopes mentioned above, a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request. Multiple inquiries can be made on a continuation form.

**Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. 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 Pretrial Services at (502) 573-2350.**

PLEASE PRINT OR TYPE THE INDIVIDUALS INFORMATION CLEARLY

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Maiden or Alias Name(s): \_\_\_\_\_

Address (Street # / PO Box #): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**Individual Request: I understand that failure to accurately provide the information requested may result in my prosecution under KRS 523.100.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Other Request:**

I have provided the basic information necessary to qualify for record processing and exemption of fees, if applicable.

\_\_\_\_\_  
Tax/Exempt/User#

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

( ) -  
Phone

\_\_\_\_\_  
City, State, Zip Code