**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 [Kentucky State Police](https://www.kentuckystatepolice.ky.gov/background-checks) or [Microsoft Word - form - employment-license rev.doc (ky.gov)](https://wp.kentuckystatepolice.ky.gov/wp-content/uploads/2017/12/employment_rev11_10.pdf) 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 Licensure for Massage Therapy, 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 fingerprint cards. The applicant will need to schedule an appointment through **their local Sheriff’s office** or IdentoGo to have their fingerprints taken. **Please note that we do not have a code. Choose personal history check/not for employment purposes when scheduling.** You will receive 2 sets of fingerprints. There is a $20 fee.

* Your fingerprints should be placed on a standard fingerprint form (FD-1164). The FBI will accept FD-1164 fingerprint cards on standard white paper stock.
* You must provide a current fingerprint card (not a previously processed one.)
* Your name, date of birth, and signature must be on the fingerprint card.
* You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (sometimes referred to as plain or flat impressions).
* Fingerprints taken with ink or via live scan. If your fingerprints are taken via a live scan device, get a hard copy, so the fingerprint card can be **mailed** to the FBI.
* If fingerprints are not [legible](https://le.fbi.gov/science-and-lab-resources/biometrics-and-fingerprints/biometrics/recording-legible-fingerprints), the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees. **SEND BOTH COPIES AT ONCE TO SAVE TIME**
* The name on your response letter will match the name indicated on the fingerprint card when your application, payment, and fingerprint card are submitted via the mail.
* Please ensure the full nine-digits or last four digits of your Social Security number are on the fingerprint card when submitting your request.

Once you have fingerprint cards:

1. Visit [edo.cjis.gov](https://www.edo.cjis.gov/).

2. Follow the steps under the “Obtaining Your Identity History Summary” section.

3. Pay

The cost for an Identity History Summary Check (Rap Sheet) is $18 per person.

You cannot pay extra for faster service.
4. Review Everything

Review the [Identity History Summary Request Checklist](https://www.fbi.gov/file-repository/cjis/identity-history-summary-request-checklist.pdf/view) to ensure that you have included everything we need to process your request.
You will receive an email confirming your application process. Print the email & mail WITH fingerprint cards.

5. Mail Your Required Materials

[Signed Applicant Information Form](https://forms.fbi.gov/identity-history-summary-checks-review)

[Fingerprint Card](https://www.fbi.gov/file-repository/cjis/fd-1164-identity-history-summary-request-110120.pdf/view) BOTH

Payment of $18

to

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

6. Receive Your Response

You will receive an email stating that your fingerprints have been received. Return to that email for the link to your account. Your background check will be available to print from that account when it is completed.

Mail both KSP & FBI background checks to

KBLMT

500 Mero Street

Frankfort, KY 40601