



## PUBLIC PROTECTION CABINET

**Steven L. Beshear**  
Governor

**Department of Insurance**  
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**Robert D. Vance**  
Secretary

**Sharon P. Clark**  
Commissioner

TO: All Kentucky resident applicants

RE: 8301 BGC (Background Check)

**All Kentucky resident applicants are required to obtain a Kentucky criminal background check. To obtain this report, applicants must submit all requests through the CourtNet Disposition System via the instructions below:**

- Apply for criminal background report online at <http://kcoj.kycourts.net/PublicMenu/Default.aspx?header=AOC+FastCheck>. The cost is \$20, payable by credit card or electronic check. **Fee is non-refundable.**
- If you are a first time user, select **Register** to create account; you will receive an email to verify your email address. If you have an account, click **LOGIN** to access your account. You must select **AOC FastCheck**, then **Add a New Batch**; under Category, select **Licensing**; under Group, select **Dept of Insurance DOI**, then under Reason, select **Licensing**. Follow directions to complete your request to ensure the Department of Insurance receives an official copy of your report.  
*Please note: If you do not complete these steps, the DOI will not receive the official copy of your background check and you will need to re-apply for a new report.*
- The report is valid for 60 days only.

***NOTE: Online requests are processed within two business days of being received.***

**If you have any questions, please contact the Administrative Office of the Courts Customer Service, Pretrial Services, Records Division at 502-573-1682 or 800-928-6381.**