



**OFFICE OF LANGUAGE ACCESS  
CERTIFICATION REQUEST FORM FOR  
CRIMINAL BACKGROUND CHECK**

**The process to obtain Kentucky criminal background checks through the CourtNet Disposition System is as follows:**

This request for a criminal background check is for the purpose of obtaining an interpreter certification with the Kentucky Court of Justice. Completely fill out this form and return to the address below. If you have any questions, please contact Office of Language Access at (502) 573-2350 or (800) 928-2350.

**PLEASE PRINT**

<b>Last Name</b>		<b>First Name</b>		<b>MI</b>
<b>SSN</b>	<b>DOB: Mo Day Year</b>	<b>Alias/Maiden</b>		
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>E-mail Address</b>			<b>Telephone Number (include area code)</b>	

Under KRS 164.772, the Administrative Office of the Courts may not issue or renew a certification or qualification for the provision of interpreting services to any individual who is in default or is otherwise not meeting the repayment obligation of any financial assistance program administered by the Kentucky Higher Education Assistance Authority (KHEAA).

**Certification of Repayment Status of Student Loan(s) Administered by Kentucky Higher Education Assistance Authority (KHEAA)**

- A.  I **do not** have a student loan obligation administered by KHEAA.
- B.  I **have** a student loan administered by the KHEAA. I am not in default of said loan. I am meeting my repayment obligation under the financial assistance program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mail to:** Administrative Office of the Courts  
Office of Language Access  
1001 Vandalay Drive  
Frankfort, Kentucky 40601