

**ADMINISTRATIVE OFFICE OF THE COURTS
RECORDS UNIT
1001 VANDALAY DRIVE
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381
records@kycourts.net**



The process for **INDIVIDUALS** and **ATTORNEYS** requesting records for the purpose of **EXPUNGEMENT**:

A fee of \$40.00 is to be 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, 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: _____
FIRST MIDDLE LAST

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.**

Date

Company (If applicable)

Requestor/Contact Person

Address

City, State, Zip

Telephone Number

E-mail Address

Additional Information:

(OPTIONAL) For Expungement Certification requests only, provide additional information to identify the type of case(s)/charge(s) to be expunged. If available, provide the county of origin, approximate date, type of case(s)/charge(s) and case number(s).

Example: "In 2008, I was charged for shoplifting in Christian County case # 08-M-00234; in 2009, I was charged for DUI in Fayette County case # 09-T-00187".