

**KENTUCKY BOARD OF DENTISTRY**  
**ORI # KY920225Z**

***Kentucky State Police and Federal Bureau of Investigation  
Criminal Background Check Requirement Instructions and Important Information***

All persons applying for a Kentucky Dentist/Hygienist License are required to submit proof of a Kentucky State Police (KSP) and Federal Bureau of Investigation (FBI) Criminal Background Check to the Board as a part of their application for a license to practice dentistry in the Commonwealth.

- Your fingerprints do not have to be taken in Kentucky.
- The KSP Criminal Background Check is required even if you do not currently or never have lived in Kentucky.
- You will need go to your local law enforcement agency to have your fingerprints taken. Some agencies may charge a fee to take your fingerprints.
- Identification must be provided to the law enforcement agency at the time the fingerprints are taken.
- If your local law enforcement agency only does electronic fingerprinting via LiveScan and does not accept the fingerprint cards, you may have them scan your fingerprints **ONLY** if they are able to print your scanned prints. If they do not have that capability you will need to go to a different agency to have your fingerprints taken.
- If you are having your prints scanned and printed, please make sure the agency scanning your prints indicates the KENTUCKY BOARD OF DENTISTRY ORI# KY920225Z.
- Once your fingerprints have been taken you will need to mail them to KSP along with the required fee for processing at the address below:

**Kentucky State Police  
1266 Louisville Road  
Frankfort, KY 40601**

- **The fee for processing both background checks to be completed is a total of \$32.00. Beginning January 1<sup>st</sup>, 2019 the fee for KSP and FBI Background checks will increase to \$33.25.**
- **The fee must be paid by check or money order and must be made payable to the Kentucky State Treasury.** The Kentucky State Treasury will pay the FBI directly for your federal background check.
- The KSP will mail the KSP and FBI results directly to the Kentucky Board of Dentistry (KBD) once completed.
- KBD will generally receive your KSP and FBI background check results within two to four weeks of submitting your prints to the KSP.
- If your fingerprints are rejected you will be notified in writing. You will need to resubmit another set of fingerprints as you previously did. You will not be required to resubmit the fee.
- If your fingerprints are rejected a second time, the KBD will send you (either by mail or email) an FBI Affidavit to be signed and notarized. This Affidavit will be accepted in lieu of the background check results.
- KBD cannot provide the Kentucky State Police results to you, the licensee, or anyone else per KRS 17.150(4). You may contact the KSP at (502) 227-8700 and complete a "Criminal History Review" for a fee of \$20.

- You have the right to complete, or challenge the accuracy of, the information contained in the FBI identification record. Procedures for obtaining a change, correction, or updating of an FBI record are set forth in Title 28, C.F.R., Section 16:34. To obtain a copy of your FBI record (or lack thereof) please go to: <http://www.fbi.gov/about-us/cjis/background-checks>. See Steps 1-5 under the heading “How to Request a Copy of Your Record.”
- FBI FAQ: <http://www.fbi.gov/about-us/cjis/background-checks/faqs>. (Question 10 refers to how to challenge your record.)
- Any discrepancies reported will make the processing time of your application longer and your application may require further review by the KBD Law Enforcement Committee.
- Your criminal background checks are valid in our office for a period of one year (for active applications only).
- If you have a previously expired application and are re-applying for licensure in the Commonwealth of Kentucky you will need to complete a new background check.

**Please note: The background check requirement on your application status will not be marked complete until the Board has received the results from the KSP and FBI, not when your check and fingerprint card are received from you.**