Fayette County Public Schools

Office of Human Resources

Instructions for the Kentucky Administrative Office of the Courts (AOC) Background Checks

1. Create a Kentucky Administrative Office of the Courts (AOC) FastTrack Registered Users account.

1. Go to the Kentucky Court of Justice website.
2. Select **"Background Checks."**
3. Click on **"FastCheck Registered User"** and then **"Register."**
4. Complete the registration and click the **"Register"** button.
5. Enter your personal information, including a valid email address.
6. Check your email for a confirmation message.
7. Click the link in the email to verify your account.
8. Log in using the email and password you created.

2. Begin the AOC background check process.

1. Go to the Kentucky Court of Justice Public Menu website.
2. Click **"Create New Record Request."**
3. Fill out the information requested.
4. From the **Category** drop down, choose "Individual."
5. From the **Reason** drop down, choose "Employment."
6. Click **"Add to Batch."**
7. Select **"Pay now."**
8. Fill out **"Billing and Credit Card Information."** (Visa and Mastercard accepted.)
9. The cost is $25. Click **"Continue."**
10. When your order is completed, you will receive an email at the address used for registration.

3. Submit results when available.

1. Log in to the Kentucky Court of Justice, go to "My Dashboard" and **download your results once available.**
2. Email results to fcpsappcenter@fayette.kyschools.us within 30 days. Please put "first and last name, AOC, student teacher" in the subject line.