

PERSONAL BACKGROUND CHECK INSTRUCTIONS - \$20.00 fee

Go to the “Criminal History Record Search Kansas Bureau of Investigation” Website

<http://www.kansas.gov/kbi/criminalhistory/>

- (Select TAB) Perform a Record Check
- (Select TAB) Begin

“Sign In” If you already have an account.

“Sign Up” if you have NOT already set up an account (Follow website instructions.)

- Review “Customer Agreement”
- (Select TAB) I agree to continue
- Fill in “Customer Info”
- (Select TAB) Submit
- Fill in “Search” information
- (Select TAB) Submit
- Proof read “Search Confirmation”
- If correct, (Select TAB) Pay by Credit (follow website instructions)
- If incorrect, (Select TAB) Refine Search

NOTE: Be sure to **PRINT/SAVE ALL** pages of your report that will confirm either

- No records found
- OR
- The search resulted...

SUBMIT ALL OF PAGE(S) TO:

Email: jbooth@fhtc.edu

Fax: 620-343-4611 (attention: Josey)

Mail: Josey Booth

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