

Kentucky Adult Abuse Registry Release Instructions

To run a Child or Adult Abuse Registry check for your applicant in the state of Kentucky, please fill out the attached special state release form with the following required information (**all fields are mandatory**):

Company Information:

- Company name
- Company street name
- Company city
- Company state
- Company county
- Company license number or Medicaid Provider number

Applicant/Employee Information:

- Name
- Social Security number

Signature Information:

- Facility administrator signature
- Facility administrator printed name
- Facility administrator's title

Note: Original form does not need to be mailed. Form can be either faxed or emailed.

KENTUCKY ADULT CAREGIVER MISCONDUCT REGISTRY SEARCH

(to be completed by the requestor for each search requested)

Company Information:

Name of Service Provider Organization / Company:	
Address of the Service Provider Organization / Company:	
Street No:	
* Street Name:	
* City:	
* State:	
* County:	
Zip:	
* Service Provider Organization / Company License # or Medicaid Provider #:	

Applicant/Employee Information:

* Applicant/Employee Name:	
* Applicant/Employee SSN:	

** mandatory field that must be provided to perform the search.*

The Kentucky Cabinet for Health and Family Services administers the Adult Caregiver Misconduct Registry, enacted by the 2014 Kentucky legislative session. In accordance with [KRS 209.032](#), information on file in the Adult Caregiver Misconduct Registry includes the listing of a person's name on the Registry based on a cabinet finding of substantiated adult abuse, neglect, or exploitation which has been "validated" meaning that the listing has been finalized after an appeal, or that no appeal was requested within the time permitted. It is not a criminal finding.

The information in the Kentucky Adult Caregiver Misconduct Registry is available to entities that provide care services to vulnerable adults to query as to whether a prospective or current employee, contractor or volunteer has been subject to a validated substantiated finding. Fraudulent use of the Kentucky Adult Caregiver Misconduct Registry for any other reason is restricted and controlled by the Kentucky Criminal Penal Code.

By requesting a search of the Kentucky Adult Caregiver Misconduct Registry on the above-named applicant / employee, I attest that the Service Provider Organization / Company identified above is a Vulnerable Adult Service Provider as defined in [KRS 209.032](#) authorized to submit a query under [KRS 209.032](#). I understand that accessing or releasing confidential information and/or records, or causing confidential information and/or records to be accessed or released to persons or entities not authorized under [KRS 209.140](#) is a violation of this agreement and the law which may result in criminal or civil liability. I hereby designate HireRight, Inc. as the representative of the Service Provider Organization / Company to submit this query.

I have read the above statements and agree to abide by [KRS 209.140](#).

Signature: _____

Name: _____

Title: _____