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Notice: New Requirement for State Criminal History Background Checks for licensed organizations.

Effective July 1, 2025, a licensed charitable organization is required to conduct their own state criminal history background check through the Kentucky State Police. KRS 238.525(3) requires an applicant for a license issued under KRS 238.530 and KRS 238.555 to undergo a state criminal history background check by the Kentucky State Police ("KSP"). The law requires the following to undergo the criminal history background check: the chief executive officer and the chief financial officer or director of an applicant; any employee or member of an applicant who has been designated as chairperson of the charitable gaming activity; the applicant itself; and any individual with a ten percent (10%) or more financial interest in the applicant. Please note, this change is in effect immediately for new licensees, licensees who wish to renew their existing license and any organization requesting to change their officers.

Please follow the instructions noted below:

- All submissions must use the approved "Request for Conviction Records – Employment/Professional License" form, which is attached and also available online at <https://www.kentuckystatepolice.ky.gov/background-check-forms>.
- Each form must be completed by the individual who is the subject of the background check.
- Payment for the KSP fee must be submitted with the form at the time of submission and mailed or hand delivered to KSP at the address provided on the form, as billing is no longer an option.
- Renewal applications and new applications must include the results of the KSP background checks at the time of submission along with the \$25.00 processing fee.
- For change requests, the CEO/CFO of the licensed organization must submit form CG-OCC-ORG (notice of change in officers), a \$25.00 processing fee, and include the results of the KSP background check of the applicant to the Office of Charitable Gaming for approval. The CG-OCC-ORG form is found on our website at dcg.ky.gov.

Until further notice, officer change requests are no longer accepted through eServices.

Please note: KRS 238.525 (4) states, “No applicant shall be licensed and no license holder shall be able to maintain a license if an individual associated with the applicant or license holder in a capacity listed in KRS 238.525 (3), or the applicant or license holder itself has been convicted of a felony, gambling offense, criminal fraud, forgery, theft, falsifying business records, violation of KRS 238.995(7), or any two (2) misdemeanor crimes in federal court or the courts of any state, the District of Columbia, or any territory, consistent with the provisions of KRS Chapter 335B within ten (10) years preceding the application for licensure.”

Any questions may be addressed to DCG.Info@ky.gov.

Questions relating to the KSP form can be directed to (502) 227-8700.