



THOMAS MORE  
UNIVERSITY

---

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES  
SCHOOL OF EDUCATION

You must request a background check as part of your application process for the Master of Arts in Teaching. Please follow these instructions.

**[Click here to enter the website for the Kentucky Administrative Office of the Courts \(AOC\).](#)**

1. On the left-hand side of the page, click FastCheck Registered Users.
2. Click Register.
3. Click the radio button next to “I need a background check...and will pick it up online.”
4. Complete the requested information and click Register.
5. An email will be sent to the email address entered on the registration form.
6. To activate your user account, open the email and select the link provided.
7. Click Continue.
8. Click Login.
9. Click AOC FastCheck.
10. Click Create New Record Request.
11. Complete requested information and submit payment.

If you need assistance with this process, please contact either:

AOC Records Unit - 800-928-6381, Monday-Friday, 8 a.m.-4 p.m. Eastern Time.

*Or* the AOC Service Desk at 502-573-2350