KBHI INITIAL LICENSURE CHECKLIST

1. Payment included (NONREFUNDABLE) --$250.00

2. 2"x2" passport photo

3. Applicant Personal Information
   a. Complete permanent mailing address (P.O. Box not accepted)
   b. Telephone Numbers (Home, Work and/or Cell)
   c. Date of Birth

4. High school or GED
   a. Information written on 2nd page of application

5. Pre-licensing school and national examination
   a. Documentation of completion of an approved Pre-licensing Course
   b. Original documentation of passing national exam

6. Certificate of Insurance
   a. Documentation of Insurance
   b. Effective date current
   c. Expiration date current
   d. Insurance Co. Named KBHI as certificate holder w/ current board address
   e. Minimum General Liability Insurance Coverage is $250,000
   f. Home Inspector’s Individual Name is under “Insured”

7. Other state or local license information
   a. Information written on page 2 of application

8. KY State Police Background Check (performed within the last 90 days)
   a. Form available at www.kentuckystatepolice.org
      1. Select “Resources”
      2. Select “Forms”
      3. Select “Background Check Form Page”

9. FBI Background check
   a. Available at www.FBI.gov
      1. Select “Stats and Services” tab
      2. Select “Identity History Summary Checks”
      3. Select “Option 1”
   b. If background check has not been received, affidavit must be completed

10. Out of state resident?
    a. If yes, process waiver (Form KBHI-8) must be included in application

11. Other state background checks (performed within the last 90 days) – if lived out of state within the last 5 years

12. Copy of a Home Inspection Report