



# KBHI INITIAL LICENSURE CHECKLIST

1. **Payment included (NONREFUNDABLE) --\$250.00 per licensure year**
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 2<sup>nd</sup> page of application
5. **Pre-licensing school and national examination**
  - a. Documentation of completion of an approved Pre-licensing Course
  - b. 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/ 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 3<sup>rd</sup> page of application
8. **KY State Police Background Check (performed within the last 90 days)**
  - a. Form available at [www.kentuckystatepolice.org](http://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](http://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 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**