



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**