

Kentucky Residents: (who are U.S. citizens)

Identification Card

- Certified copy of the birth certificate from Office of Vital Stats/Vital Records
- Original Social Security Card
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water or gas) with your correct Shelby County address. If you cannot provide any of the above because these documents are in the name of someone you reside with, you may have them accompany you with their valid Shelby County ID to verify your address.
- If under the age of 18, the parent listed on birth certificate or permanent legal guardian apportioned by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent or Legal Guardian must have a Kentucky driver license or ID card with current Shelby county address.
- If name has changed please see name change section.

Permit

- Certified copy of the birth certificate from Office of Vital Stats/Vital Records
- Original Social Security Card or printout from Social Security Office
- If under the age of 18, you must have School Compliance Verification Form
- If under the age of 18, the parent listed on birth certificate or permanent legal guardian apportioned by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent or Legal Guardian must have a Kentucky driver license or ID card with current Shelby county address.
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water or gas) with your correct Shelby County address. If you cannot provide any of the above because these documents are in the name of someone you reside with, you may have them accompany you with their valid Shelby County ID to verify your address.
- If name has changed please see name change section.

Name Change:

BY MARRIAGE

- Your valid Kentucky driver license
- Your original marriage certificate or certified copy of your marriage certificate
- Your name change **must** be recorded by Social Security Administration Office. It will be at least **24 hours** before it will show the update in our computer system. Updated Social Security Card or printout from Social Security Office

BY DIVORCE

- Your valid Kentucky driver license
- A **certified** copy of your divorce decree restoring you to your maiden name

- Your name change **must** be recorded by Social Security Administration Office. It will be at least **24 hours** before it will show the update in our computer system. Updated Social Security Card or printout from Social Security Office

BY COURT ORDER

- Your valid Kentucky driver license
- Certified copy of court order changing your name
- Corrected birth certificate with new name
- Your name change **must** be recorded by Social Security Administration Office. It will be at least **24 hours** before it will show the update in our computer system. Updated Social Security Card or printout from Social Security Office

TRANSFER LICENSE FROM ANOTHER STATE

(Must be done within 30 days of moving to Kentucky)

- **VALID** out of state license
- Certified copy of the birth certificate from Office of Vital Stats/Vital Records
- Original Social Security Card or printout from the Social Security Office
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water or gas) with your correct Shelby County address. If you cannot provide any of the above because these documents are in the name of someone you reside with, you may have them accompany you with their valid Shelby County ID to verify your address
- If under the age of 18, the parent listed on birth certificate or permanent legal guardian apportioned by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent or Legal Guardian must have a Kentucky driver license or ID card with current Shelby county address.
- If under the age of 18, you must have School Compliance Verification Form
- If name has changed please see name change section.

TRANSFER COMMERCIAL DRIVER LICENSE (CDL)

FROM ANOTHER STATE

(You cannot transfer a CDL or Hazmat endorsement. You will have to re-test.)

- Must complete a CDL application and mail or fax to Division of Driver Licensing. The CDL application must be approved by Division of Driver Licensing before a license will be issued to you.
- **VALID** out of state license
- Current physical card
- Certified copy of the birth certificate from Office of Vital Stats/Vital Records
- Original Social Security Card or printout from the Social Security Office
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water or gas) with your correct Shelby County address. If you cannot provide any of the above because these documents are in the name of someone you reside with, you may have them accompany you with their valid Shelby County ID to verify your address
- If name has changed please see name change section

TRANSFER LICENSE FROM FOREIGN COUNTRY (U.S.CITIZEN)

- **VALID** foreign country license and international driver license
- Certified copy of the birth certificate from Office of Vital Stats/Vital Records
- Citizens born abroad should have a Report of Birth abroad of a Citizen of the United States of America along with a U.S. Passport
- A naturalized citizen should have a Certificate of Naturalization or Certificate of Citizenship along with U.S. Passport
- If name has changed from your birth certificate or Certificate of Naturalization because of marriage, you must bring in the marriage certificate
- If you legally changed your name, you must bring in the court order and corrected birth certificate
- Original Social Security Card or printout from the Social Security Office
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water or gas) with your correct Shelby County address. If you cannot provide any of the above because these documents are in the name of someone you reside with, you may have them accompany you with their valid Shelby County ID to verify your address
- If under the age of 18, the parent listed on birth certificate or permanent legal guardian apportioned by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent or Legal Guardian must have a Kentucky driver license or ID card with current Shelby county address.
- If under the age of 18, you must have School Compliance Verification Form
- If name has changed please see name change section

PERMANENT RESIDENTS

- **VALID** photo Permanent Resident Card with correct name
- Passport
- Birth Certificate along with a notarized translation if not in English
- **VALID** out of state or foreign country license and international license
- Original Social Security Card or printout from the Social Security Office
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water or gas) with your correct Shelby County address. If you cannot provide any of the above because these documents are in the name of someone you reside with, you may have them accompany you with their valid Shelby County ID to verify your address
- If under the age of 18, the parent listed on birth certificate or permanent legal guardian apportioned by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent of Guardian must have a Kentucky driver license or ID card with current Shelby county address.
- If under the age of 18, you must have School Compliance Verification Form
- If name has changed please see name change section
- you are required to take the eye and written tests

NON U.S.CITIZENS

- Letter of verification from Kentucky Transportation Cabinet Regional Office
- **VALID** out of state or foreign country license and international license
- Original Social Security Card or letter of ineligibility from Social Security office
- Passport
- Birth Certificate along with a notarized translation if not in English
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, two different current utility bills (electric, water or gas) with your correct Shelby County address. If you cannot provide any of the above because these documents are in the name of someone you reside with, you may have them accompany you with their valid Shelby County ID to verify your address
- If under the age of 18, the parent listed on birth certificate or permanent legal guardian apportioned by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent or Legal Guardian must have a Kentucky driver license or ID card with current Shelby county address.
- If under the age of 18, you must have School Compliance Verification Form
- you are required to take the eye and written tests

TESTING INFORMATION

- WRITTEN AND EYE TESTS are given by the Kentucky State Police License Examiner on Monday and Tuesday afternoon from 1:00 to 3:00 p.m.
- SKILLS TEST (Road Test) is given on Monday and Tuesday mornings by the Kentucky State Police by **appointment only**. Parents or guardians of the permit holder under the age of 18 must call the Driver License office **on or after** the eligibility date to schedule a time for the road test. The phone number is 633-1287 (press 3 for Driver License)
- KENTUCKY DRIVER LICENSE MANUAL information: The manual is no longer printed and is available on the internet at: www.drlic.kytc.ky.gov or www.kentuckystatepolice.org
- ELIGIBILITY: to check eligibility date for intermediate or full unrestricted license, please go to the following website: <http://drlic.kytc.ky.gov/grad>

OTHER USEFUL INFORMATION

For information regarding locations of Kentucky Transportation Regional Offices you may visit the web site at: www.drlic.kytc.ky.gov or call 1 502-564-1257. Listed below are the addresses of two regional offices closest to Shelby County.

Frankfort
Kentucky Dept. Transportation
200 Mero Street
Frankfort, Ky. 40622
Phone number 502-564-1257

Louisville
Buechel Station Shopping Center
4119 Old Bardstown Road, Suite 6A
Louisville, Ky. 40218
Phone numbers 502-493-1477
502-493-0406
502-493-0831

The nearest Social Security Administration office is located at:
140 Flynn Avenue
Frankfort, Ky. 40601
Phone numbers: 502-280-5851 / 800-772-1213

Suite 50, 10503 Timberwood Circle
Louisville, Ky. 40223
Phone numbers: 888-280-2851 / 800-772-1213

If you were born in Kentucky, the Office of Vital Statistics is where you will need to apply to obtain a certified copy of your birth certificate. That office is located at: Department of Public Health, Office of Vital Statistics, 275 East Main St., Frankfort, Ky. 40601, phone 502-564-4212

To find out where to obtain birth certificates for other states than Kentucky, please visit the following website:
<http://www.cdc.gov/nchs/w2w.htm>