



COMMONWEALTH OF KENTUCKY
OFFICE OF CIRCUIT COURT CLERK
NELSON COUNTY JUSTICE CENTER
200 NELSON COUNTY PLAZA
BARDSTOWN, KENTUCKY 40004
JUROR RECORDING 502-348-9412
p 502-348-3648

DIANE THOMPSON
CIRCUIT COURT CLERK

NELSON CIRCUIT COURT
NELSON DISTRICT COURT

Welcome to the Nelson Circuit Clerk's website. My staff and I are happy to assist you in any way possible. For your convenience we have detailed the documents you need for the following:

KENTUCKY RESIDENTS: (Who are U.S. Citizens)

IDENTIFICATION CARD

- Certified copy of birth certificate from Office of Vital Statistics/Vital Records
- Original Social Security Card
- Proof of your Nelson 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 Nelson 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 Nelson County ID to verify your address.
- If under the age of 18, parent listed on birth certificate or permanent legal guardian appointed by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent or guardian must have a Kentucky driver license or ID card with current Nelson County address
- If name has changed please see name change section.

PERMIT

- Certified copy of birth certificate from Office of Vital Statistics/Vital Records
- Original Social Security Card
- If under the age of 18 must have School Compliance Verification form
- If under the age of 18, parent listed on birth certificate or permanent legal guardian appointed by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent or guardian must have a Kentucky driver license or ID card with current Nelson County address
- Proof of your Nelson 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 Nelson 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 Nelson 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 a certified copy of your marriage certificate
- Your name change **must** be recorded by the Social Security Administration Office. It will be at least **24 hours** before it will show the update in our computer system.

BY DIVORCE

- Your valid Kentucky driver license
- A *certified* copy of divorce decree restoring you to your maiden name
- Your name change **must** be recorded by the Social Security Administration Office. It will be at least **24 hours** before it will show the update in our computer system.

BY COURT ORDER

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

TRANSFER LICENSE FROM ANOTHER STATE

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

- **Valid** out of state license
- Certified copy of birth certificate from Office of Vital Statistics/Vital Records
- Original Social Security Card
- Proof of your Nelson 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 Nelson 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 Nelson County ID to verify your address.
- If under the age of 18, parent listed on birth certificate or permanent legal guardian appointed 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 Nelson County address
- If under the age of 18 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 in a CDL permit 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 birth certificate from Office of Vital Statistics/Vital Records
- Original Social Security Card
- Proof of your Nelson 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 Nelson 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 Nelson 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 birth certificate from Office of Vital Statistics/Vital Records
- Citizens born abroad should have a Report of Birth abroad of a Citizen of the United States of America along with 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 have legally changed your name you must bring in the court order and corrected birth certificate
- Original Social Security Card
- Proof of your Nelson 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 Nelson 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 Nelson County ID to verify your address.
- If under the age of 18, parent listed on birth certificate or permanent legal guardian appointed 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 Nelson County address
- If under the age of 18 must have School Compliance Verification form
- You are required to take the eye and written tests

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 license or foreign country license and international license
- Original Social Security card
- Proof of your Nelson 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 Nelson 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 Nelson County ID to verify your address.
- If under the age of 18, parent listed on birth certificate or permanent legal guardian appointed 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 Nelson County address
- If under the age of 18 must have School Compliance Verification form
- You are required to take the eye and written tests
- If name has changed please see name change section.

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 Nelson County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, or two different current utility bills (electric, water, or gas) with your correct Nelson 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 Nelson County ID to verify your address.
- If under the age of 18, parent listed on birth certificate or permanent legal guardian appointed by court order (guardian required to bring court order appointing) must accompany child to sign application. Parent or guardian must have a Kentucky driver license or ID card with current Nelson County address
- If under the age of 18 must have School Compliance Verification
- You are required to take the eye, written and skills test

TESTING INFORMATION

- WRITTEN AND EYE tests are given by the Kentucky State Police License Examiner on Monday and Tuesday afternoons from 1pm-3pm.
- SKILLS TESTS (road tests) are given on Monday and Tuesday mornings *by appointment only*. Please call 502-348-3648 to schedule appointments.
- KENTUCKY DRIVER MANUAL information: Due to budget constraints, the Kentucky State Police have advised that they will no longer furnish printed copies of the driver's manual. The driver's manual is available on the internet at: www.drlic.kytc.ky.gov
- 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. Please find listed below the address for the two regional offices located closest to Nelson County.

Elizabethtown
916 North Mulberry St.
Elizabethtown, KY 42701
Phone Numbers: 270/766-5230 or
270/766-5231

Louisville
Buechel Station Shopping Center
4119 Old Bardstown Rd., 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:

591 Westport Rd.
Elizabethtown, KY 42701
Phone: (270) 769-2410

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 for Public Health, Office of Vital Statistics, 275 East Main Street, 1E-A, Frankfort, KY 40621-001, Phone: (502) 564-4212.

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