

Welcome to the Shelby 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 the birth certificate from Office of Vital Stats/Vital Records
- Original Social Security Card (cannot be laminated as back of card request)
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement or current utility bills (electric, water or gas) with your correct Shelby County 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 you are an out-of-state parent or Legal Guardian without Shelby County address, you must have a valid driver's license or ID from your state of residence. The under 18 applicant must show proof of a 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 (cannot be laminated as back of card request)
- 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.
- If you are an out-of-state parent or Legal Guardian without Shelby County address, you must have a valid driver's license or ID from your state of residence. The under 18 applicant must show proof of a 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, or current utility bills (electric, water or gas) with your correct Shelby County 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 could be at least **48 hours** before it will show the update in our computer system. You must present an updated Social Security Card to the Clerk's office. We would suggest you call ahead to find out if your name has changed within the system.

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 could be at least **48 hours** before it will show the update in our computer system. You must present an updated Social Security Card to the Clerk's office. We would suggest you call ahead to find out if your name has changed within the system.

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 could be at least **48 hours** before it will show the update in our computer system. You must present an updated Social Security Card to the Clerk's office. We would suggest you call ahead to find out if your name has changed within the system.

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 (cannot be laminated as back of card request)
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, or current utility bills (electric, water or gas) with your correct Shelby County 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 you are an out-of-state parent or Legal Guardian without Shelby County address, you must have a valid driver's license or ID from your state of residence. The under 18 applicant must show proof of a 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 Permit)

- **VALID** out of state license
- Certified copy of the birth certificate from Office of Vital Stats/Vital Records
- Original Social Security Card (cannot be laminated as back of card request)
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, or current utility bills (electric, water or gas) with your correct Shelby County address.
- Must complete a CDL application and self certification form. These documents and a copy of your CDL medical card must be mail or faxed to Division of Driver Licensing of the Kentucky Transportation Cabinet. The CDL application must be approved by Division of Driver Licensing before a license will be issued to you.
- If name has changed please see name change section

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

- **VALID** foreign country 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
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, or current utility bills (electric, water or gas) with your correct Shelby County 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 you are an out-of-state parent or Legal Guardian without Shelby County address, you must have a valid driver's license or ID from your state or country of residence. The under 18 applicant must show proof of a 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 and /or birth certificate with notarized translation to English
- **VALID** out of state or foreign country license and international license.
- Original Social Security Card (cannot be laminated as card request)
- Proof of your Shelby County address, which consists of one of the following in your name: Your deed, property tax bill, lease, rental agreement, or current utility bills (electric, water or gas) with your correct Shelby County 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 you are an out-of-state parent or Legal Guardian without Shelby County address, you must have a valid driver's license or ID from your state of residence.
- 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 (cannot be laminated as card request)
- 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, or current utility bills (electric, water or gas) with your correct Shelby County 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 you are an out-of-state parent of Legal Guardian without Shelby County address, you must have a valid driver's license or ID from your state of residence.
- If under the age of 18, you must have School Compliance Verification Form
- You are required to take the eye, written tests and road test.

TESTING INFORMATION

- WRITTEN AND EYE TESTS are given by the Kentucky State Police License Examiner on Monday, Tuesday and Wednesday afternoon from 1:00 to 3:00 p.m.
- SKILLS TEST (Road Test) is given on Monday, Tuesday and Wednesday mornings by the Kentucky State Police by **appointment only**. To make an appointment come the Judicial Center at 401 Main Street, then go to the driver's licensing testing room between 1:00 pm and 3:00 pm.
- 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>