

# Acceptable documentation

## Primary Proof of Identity Document

One (1) required

1. **U.S. Birth Certificate** | Either original or certified copy, with a seal and issued by an appropriate governmental agency of any state or U.S. territory
2. **U.S. Passport** | Valid and unexpired with photograph
3. **U.S. Passport Card** | Valid and unexpired with photograph
4. **Permanent Resident Card** | Valid and unexpired Form I-551 issued by the U.S. Department of Homeland Security (DHS) or U.S. Citizenship and Immigration Services (USCIS)
5. **Certificate of Naturalization** | Form N-550 or Form N-570 issued by DHS/USCIS
6. **Certificate of Citizenship** | Form N-560 or Form N-561 issued by DHS/USCIS
7. **Conditional Permanent Resident Card** | Valid and unexpired issued by DHS/USCIS
8. **U.S. Consular Report of Birth Abroad**
9. **Foreign Passport/Visa/I-94 Stamped I-551 (Permanent Resident)** | Valid and unexpired by DHS/USCIS
10. **Puerto Rico Birth Certificate** | Either original or certified copy, with a seal and issued by an appropriate governmental agency
11. **American Samoa Birth Certificate** | Either original or certified copy, with a seal and issued by an appropriate governmental agency
12. **Northern Mariana Islands Birth Certificate (Saipan, Tinian, Rota)** | Either original or certified copy, with a seal and issued by an appropriate governmental agency
13. **Guam Birth Certificate** | Either original or certified copy, with a seal and issued by an appropriate governmental agency
14. **U.S. Virgin Islands Birth Certificate** | Either original or certified copy, with a seal and issued by an appropriate governmental agency
15. **Court Ordered Adoption papers** showing filed date along with a **Certificate of Foreign Birth**

## Secondary Proof of Identity Document

May be required to establish name

1. **Certified Marriage Certificate**
2. **Certified Divorce Decree** | Must show that a name change was granted

3. **Certified Legal Name Change Order**

4. **Valid U.S. Military ID Card**

## Proof of Social Security Number Document

One (1) required

1. **Social Security Card** | Must not be laminated
2. **W-2 Wage and Tax Statement** | Displaying full Social Security number. Current tax year; can't be handwritten.

## Proof of Residency

Two (2) required | Less than 61 days old unless noted

1. **Home Utility Bill** (landline, electric, gas, cable, etc.)
2. **Rental/Lease Agreement with Owner/Landlord Signature** | May be older than 61 days
3. **Deed/Title to Residential Real Property** | May be older than 61 days
4. **Property Tax Bill** | May be older than 61 days
5. **Notarized Letter from Legal Property Owner** | For persons who do not have a rental/lease agreement
6. **U.S. Postal Service Postmarked Letter**
7. **Current Insurance Policy**
8. **State or Federal Tax Return** that is less than one (1) year old with proof of filing
9. **Pay Slip or Salary Statement**
10. **Record from an educational institution in Kentucky which establishes enrollment** | Must be certified copy
11. **Letter from a Truck Driving School** | Must be a notarized copy
13. **Upon marriage**, any of the documents described in this section that contains the name of the spouse of the applicant, together with a certified copy of the applicant's marriage license or marriage certificate

**NOTICE** | The UPS Store personal mailboxes, or equivalent of, are not proof of a physical address.

## Other Documents

### For Applicants Transferring to Kentucky from Another State

One (1) required

1. **Out of State Clearance Letter**
2. **Out of State License**

# Acceptable documentation

## Other Documents

Continued

### For Applicants Who Do Not Receive Mail at Their Physical Address

3. **Proof of a Post Office Box for Mailing Address Only** | May not be used as a physical address proof

### For Applicants Under 18

4. **Parent Guardian Form** | Required if over 2 or under 18
5. **Custody Verification** | Required if not parent listed on Certified Birth Certificate
6. **CHFS Verification Letter for Foster Children** | Required if foster child
7. **School Verification Form** | Required if in school

### For Applicants Who Will No Longer Drive or CDL Drivers Dropping Classes, Endorsements, or Restrictions

8. **Voluntarily Surrendered Affidavit**

### For Motorcycle Permit Holders Applying for a Motorcycle License

9. **Motorcycle Safety Course Completion Certificate/Affidavit**

### For Applicants Who Wish to Note Veteran Status on Their Credential

10. **DD214/DD2/NGB22**

### For Military Members Under 18 Who Have Held a Valid Permit for at Least 180 Days and Passed Their Skills Test Wishing to Obtain a Permanent License

One (1) Required

11. **Under 18 Proof of Military Enlistment**
12. **Valid U.S. Uniformed Services ID**

### For Applicants Who Wish to Change The Gender Status on Their Credential

One (1) required

13. **Court Order** changing gender marker
14. **Letter From Surgeon Verifying Completion of Gender Reassignment**
15. **Amended Birth Certificate**
16. **Gender Change Documentation** | Details forthcoming

### Additional Exceptions

17. **Other information** the cabinet may require by administrative regulation promulgated under KRS Chapter 13A

## IMPORTANT NOTICES:

- If your current legal name, date of birth, or gender is different from what is displayed on your identity or lawful status document, you must show legal proof of the changes made.
- If you wish to obtain a certified copy of your birth certificate, contact the Office of Vital Statistics in the state of your birth. Those born in Kentucky may visit [chfsky.gov](http://chfsky.gov) or call (800) 241-8322.



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