



COMMONWEALTH OF KENTUCKY  
**OFFICE OF CIRCUIT COURT CLERK**  
ADMINISTRATIVE OFFICE, ROOM D118  
ROBERT F. STEPHENS DISTRICT COURTHOUSE  
150 NORTH LIMESTONE  
LEXINGTON, KENTUCKY 40507  
PHONE 859-246-2277  
WWW.COURTS.KY.GOV

VINCENT RIGGS  
CIRCUIT COURT CLERK

FAYETTE CIRCUIT COURT  
FAYETTE DISTRICT COURT

## **FREQUENTLY ASKED QUESTIONS**

## **REGARDING DRIVER'S LICENSING**

**What documents will I need to apply for a Driver's Permit or a State ID card for the first time or if I have never had a Driver's Permit or State ID issued to me within the last five (5) years?**

- Certified Birth Certificate (cannot be a copy or laminated)
- Social Security Card (cannot be a copy or laminated)
- Proof of Fayette County Address (examples: post marked mail within the last ninety (90) days, utility bill, lease agreement, or deed. Cannot accept anything printed from the internet)
- School verification form required for those applicants that are 16-17 years old and applying for a driver's permit pursuant to Kentucky law
- Parent or legal guardian will have to sign application for those applicants that are 16-17 years old and applying for a driver's permit accepting legal responsibility for the minor. (certified court order required to show legal guardianship)

**What documents will I need if I am homeless and need a State ID?**

- Certified Birth Certificate (cannot be a copy or laminated)
- Social Security Card (cannot be a copy or laminated)
- Proof of Fayette County Address (examples: signed letter from homeless shelter, health care facility, or social service agency.)

### **What documents will I need when transferring my out of state driver's license to Kentucky?**

- Certified Birth Certificate or Passport (cannot be a copy or laminated)
- Social Security Card (cannot be a copy or laminated)
- Proof of Fayette County address (examples: post marked mail within the last ninety (90) days, utility bill, signed lease agreement, or deed. Cannot accept anything printed from the internet)
- Out of state driver's license from former state (if the out of state license is expired for more than one year, you will need to take the written exam) and you will need a clearance letter or driving record from former state.

### **How do I obtain a State ID for my minor child?**

- Minor child must be between two (2) to seventeen (17) years old
- Certified Birth Certificate (cannot be a copy or laminated)
- Social Security Card (cannot be a copy or laminated)
- Parent or Guardian must sign for permission to issue the State ID. (must show certified court order of guardianship)

### **What do I need to RENEW my Kentucky Driver's license?**

- If you have your license and the address is correct, you will need the driver's license and the renewal fee of \$20.00. (if the license is expired over one (1) year, you will need to retake the written exam and pay the renewal fee of \$20.00)

### **What documents will I need if I have lost my driver's license or State ID and need to replace it or apply for a renewal?**

- Two (2) documents with your name on it to prove your identity (examples: post marked mail, insurance card, registration, birth certificate or social security) Documents cannot be a copy or laminated)
- Debit Cards/Credit cards cannot be accepted as proof of ID

### **What documents will I need to update my address?**

- Proof of your Fayette County address (examples: post marked mail within ninety (90) days, utility bill, signed lease agreement, or deed. Cannot accept anything printed from the internet.)

### **What do I need to do to change my last name on my Driver's License or State ID?**

- Marriage Certificate, Certified Court Order, or Certified Divorce Decree
- Update new last name with Social Security Office (please allow 24 hours for system to update before presenting to DDL for change on driver's license or State ID)

### **How do I schedule a road test?**

- The Circuit Clerk's office does not schedule road testing for a driver's license, you must contact the Kentucky State Police to schedule a road test by calling 1-877-502-6317.

### **What are the fees?**

- \$20.00 Class D Driver's license renewal
- \$30.00 Class DM (motorcycle/operator) license renewal
- \$50.00-\$60.00 CDL renewal (\$63.00 for transfer)
- \$12.00 Permit (renewal or duplicate)
- \$12.00 Duplicate Driver's license (any class)
- \$12.00 State ID (original, duplicate or renewal)
- \$4.00 Homeless ID
- \$6.00 Motorcycle permit

### **Driver's License Branch information:**

#### Village East Plaza\*

1591 Winchester Road

Suite 103

Lexington, Kentucky 40505

859-246-2151

Monday-Friday: 8:00 – 4:00 p.m.

First Saturday of the month: 9:00 a.m. – 12:00 pm. (excluding holidays)

Road testing (KSP) Monday-Friday: 8:30 a.m. – 4:00 p.m.

#### **Written and Road test are given at Village East location only!**

*Credit cards, debit cards or cash accepted. \$2.00 fee for debit/credit cards.*

Keithshire Plaza

3301 Keithshire Way, Suite 125

Lexington, Kentucky 40503

859-246-2106

Monday-Friday: 9:00 a.m – 5:00 p.m.

Third Saturday of the month: 9:00 a.m. – 12:00 p.m.

*Credit cards, debit cards or cash accepted. \$2.00 fee for debit/credit cards.*

*\*Road tests are given at Village East Plaza location only.*

**SOCIAL SECURITY ADMINISTRATION (social security cards)**

2241 Buena Vista Road Suite 110

Lexington, Kentucky 40509

866-530-7754

**KENTUCKY OFFICE OF VITAL STATISTICS (birth certificates)**

275 E. Main Street

Frankfort, Kentucky 40621

502-564-4212

**PLEASE ACCESS THE  
KENTUCKY DEPARTMENT OF  
TRANSPORTATION  
DIVISION OF DRIVER'S LICENSING**

**FOR ALL OTHER QUESTIONS**

**AT:**

**[Drive.ky.gov](http://Drive.ky.gov)**