

## Georgetown College – Office of International Programs

### *How to get a Kentucky I.D. Card*

**You must have your Social Security Number OR your denial letter BEFORE starting the Kentucky identification card process.**

#### **Required Documents:**

- Proof of enrollment from the Registrar's Office (must request two days in advance)
- Passport (including visa)
- I-94
- I-20
- Social Security Card OR denial letter
- Proof of address with date
  - This should be anything mailed to your college address with your name and date that was sent to you from off campus. Be sure to save the envelope and take it with you. Mail from your bank is ideal.

#### **Step One: Field Office**

Lexington Division of Drivers Licensing  
1591 Winchester Road  
Lexington, KY 40505  
Monday – Friday: 9:00 am – 2:30 pm

The Field Office will give you a blue piece of paper certifying your status as a legal non-immigrant. Be sure to keep this paper for step two.

#### **Step Two: Local Circuit Clerk**

The Scott County Clerk's Office is located at 119 North Hamilton Street ([map](#)). Once you receive the blue paper from step one, you will need to visit this office. It is open Monday - Friday from 8:30 a.m. to 4:30 p.m.

Be sure to state that you would like a state I.D. and NOT a driver's license. The cost is \$12 payable with cash only.

Be prepared to have your picture taken – they will take your picture for your I.D. and print it immediately.

#### **Questions?**

Be sure to contact the Office of International Programs:

502.863.8390

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