



Welcome
to
Bullitt County

**New Resident
from
Another State Packet**

Welcome

Welcome Friend,

As a new resident to Bullitt County we strive to make your transition as smooth as possible. The following pages will help you transfer your vehicle(s), license(s) and voter registration information over to the Commonwealth of Kentucky.

All of the offices required for your transfer are located within walking distance of one another in Shepherdsville, KY. Motor vehicles and voter registration are located in the Nina Mooney Courthouse Annex at 149 N. Walnut Street, Shepherdsville, KY 40165 on the first floor. For further information please contact 502-543-2513. The office for Driver's License is located in the Bullitt County Judicial Center at 250 Frank E. Simon Ave, Shepherdsville, KY 40165. For further information please contact 502-543-2511.

Local websites provide information for attractions and local businesses. Please visit travelbullitt.org, bernheim.org and bullittcountyhistory.org.

Thank you,

Kevin Mooney

Bullitt County Clerk

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Motor Vehicle

New residents have fifteen (15) days to transfer vehicles over from another state.

New residents titling vehicle(s) in Kentucky must present the current out-of-state title. If a lien is active on the vehicle, the owner may not have the out-of-state title. Some states send all vehicle titles that have a lien to the lending institution. In those cases, our office has a letter for the new resident to send to their lending institution to obtain the Certificate of Title. The letter for the lending institution is in the forms section of this packet.

Upon receipt of the letter, the lending institution will forward the out-of-state title to the county clerk's office for transfer. The county clerk will notify the new resident that the title has arrived. In cases where the out-of-state registration is due to expire, the county clerk's office will provide the new resident with a **one time** (30-day) temporary license plate. Obtaining a temporary plate information follows this section.

NOTE-Please do not wait until your out-of-state registration is close to expiration before coming to the clerk's office to have your vehicle transferred to Kentucky.

Documents Required

The following documents and information are required for an out-of-state transfer:

- Original Out-of-state title-**photocopy or fax is not acceptable**
- [Application for Title/Registration \(VTR Vehicle Transaction Record-Form # TC96-182\)](#) must be completed. Form must be signed by all registered owners and their signatures' notarized. Persons that have power of attorney for the owner(s) may sign, but a copy of the power of attorney **must** be submitted with the application. If the County Clerk's staff notarizes signatures, picture identification must be presented. **Note-Titles that contain AND (instead of OR) or do not have a designation between names of owners require the signatures of all owners. Titles that contain OR or AND/OR only require the signature of one owner.**
- Current out-of-state registration
- Certified Sheriff's inspection of vehicle verifying Vehicle Identification Number, mileage and vehicle condition. Please visit the clerk's office prior to getting inspection to verify you have all the correct paperwork.
- Registered owners must have Commonwealth of Kentucky proof of insurance to complete transfer. All insurance cards must have the insurance company's five-digit NAIC number listed on the card. The effective date on the insurance card cannot exceed 45 days from the date the new resident applies for title and registration in the clerk's office.

- Social Security Number for each party appearing on the title or Federal ID Number for companies.
- If a loan was needed for the purchase of the vehicle, the owner needs to indicate this on the [Application for Title/Registration \(VTR Vehicle Transaction Record-Form # TC96-182\)](#). The county clerk's office will record the lien. An additional form is required to file the lien, [Title Lien Statement-Form # TC96-187](#).
- Proof of sales tax paid in another state (see below). A credit equal to the amount paid in the other state will be applied to amount owed in Kentucky. The proof must identify taxpayer, type of tax paid, dollar amount paid and vehicle identification number of vehicle.
- Bullitt County Clerk's Office accepts Cash, Personal Check, Money Order or Certified Check. The office does accept Visa, MasterCard and Debit. However, to process using a Credit/Debit Card, an additional processing fee is charged. Contact county clerk's office for details.

The following types of proof of sales tax paid are acceptable

- Tax shown on Certificate of Title
- Dealer Purchase Contract
- Receipt of letter from state agency verifying tax paid

If proof of sales tax paid is not available, presumed credit can be given on vehicles that are being titled in the same name. The owner must show proof of current registration from the other state. The credit is the same percentage charged in the other state and is applied toward the amount owed in Kentucky, which is 6% of the current trade-in value as listed in the NADA (National Auto Dealers Association) Official Used Car Guide.

FEES

Title Fee: \$9.00

Registration Fee: Contact county clerk's office for details.

Lien Filing Fee (if applicable): \$22.00

Usage Tax: 6% tax on trade-in value minus tax paid in other state

Temporary License Plate

To obtain the temporary license plate the following documents are required: Current out-of-state registration

- Owner must have Commonwealth of Kentucky proof of insurance. All insurance cards must have the insurance company's five-digit NAIC number listed on the

card. The effective date on the insurance card cannot exceed 45 days from the date the new resident applies for temporary license plates in the clerk's office.

- [Application for Title/Registration \(VTR Vehicle Transaction Record-Form # TC96-182\)](#) must be completed. Form must be signed by all registered owners and their signatures' notarized. Persons that have power of attorney for the owner(s) may sign, but a copy of the power of attorney **must** be submitted with the application. If the County Clerk's staff notarizes signatures, picture identification must be presented. **Note-Titles that contain AND (instead of OR) or do not have a designation between names of owners require the signatures of all owners. Titles that contain OR or AND/OR only require the signature of one owner.**
- All registered owners must sign [Title Lien Statement-Form # TC96-187](#) and provide the information on the vehicle(s) and the lending institution for filing the lien in Kentucky.
- Once you obtain the Temporary License Plate from the clerk's office remove any other license plates on the vehicle. **Do not display more than one license plate on a vehicle.**
- Bullitt County Clerk's Office accepts Cash, Personal Check, Money Order or Certified Check. The office does accept Visa, MasterCard and Debit. However, to process using a Credit/Debit Card, an additional processing fee is charged. Contact county clerk's office for details.

NOTE: The clerk's office can only issue one thirty day Temporary License Plate. Once that plate expires, we cannot issue anymore, regardless of how long the customer must wait for their out-of-state title.

FEES

Temporary License Plate Fee: \$2.00

Driver's License

Out-of-State Drivers Transferring to Kentucky

- Persons moving into Kentucky have 30 days to obtain a Kentucky driver's license.
- To obtain a Kentucky Driver License you must be a U.S. citizen or permanent resident of this country.
- You must be at least 16 years of age to transfer your driving permit or license to Kentucky.
- If under age 18, must present a School Compliance Verification Form signed by the out-of-state school (No Pass/No Drive Law - KRS 159.051 effective 08-01-07). This form can be obtained from the student's school district of residence.
- All Kentucky Driver Licenses are issued in the Circuit Court Clerk's Office in the Kentucky County of residence.
- Proof of Kentucky residency is required. Proof includes, but not limited to, a deed or property tax bill, utility agreement or utility bill, or rental housing agreement.
- Your valid out-of-state license and Social Security card must be presented to the Clerk. You may also be required to present a birth certificate. If the name on your valid out of state license does not match the name on your birth certificate, you may be required to present a marriage certificate or a court ordered name change.
- If your out-of-state license is valid when you transfer to Kentucky, you will not be required to test.
- If your out-of-state license is expired one year or more, you must provide a current driving record or clearance letter from the state you are transferring from.
- Out-of-State permit holders transferring to Kentucky must transfer their permit and be issued a Kentucky permit before applying for a Kentucky Driver License.
- The type of license you apply for will determine the cost.

College Students

A college student may drive on their valid out-of-state license and is not required to transfer that license to Kentucky if:

- They are a citizen of the United States;
- They are enrolled as a full-time or part-time student at a university, college, or technical college located in Kentucky; and
- They must have a student identification card from the university, college, or technical college located in Kentucky in their immediate possession at all times when driving in Kentucky.

Voter Registration

Thank you for your interest in voting!

Complete the [Voter Registration Card](#) in the form section of this packet.

Option 1

Fill out the voter registration card by hand, print it, sign it, and mail to the State Board of Elections or the county clerk's office. Please see mailing instructions at the end of this section for information. **If mailing to State Board of Elections there will be a slight delay in registration.**

Option 2

Fill out the voter registration card by hand, print out the form, sign it, and bring it to the County Clerk's Office at time of vehicle registration or turn it in at the time you obtain your Driver's License.

Option 3

You may download the voter registration card from www.elect.ky.gov and complete online, print, sign and then turn it in at County Clerk's Office or Driver's License. **State Board of Elections address is printed on card for mailing. Mailing to State Board of Elections will cause a delay in registration.**

Instructions for completing a voter registration card:

It is very important to have your mouse cursor in the correct field in order to fill out the form. If you click any box by accident you can simply unclick it or click another box in that area to clear your mistake.

- ⌋ Answer Yes or No to questions A and B, located on the top of the voter registration card. If you answer no in response to either question, do not complete the voter registration card because you are not eligible to register to vote.
- ⌋ Check the appropriate reason box on the left side of the voter registration card that applies to your request: New registration, address change, party change, and name change.

- þ Leave the following sections blank: precinct code, precinct name, town, and other code. These sections are to be completed by your county clerk.
- þ Fill out your correct Social Security Number, Date of Birth, Work Phone, Home Phone, Gender, Last Name, First Name, and Middle Name. If this applies to you, remember to indicate the correct suffix (Jr., Sr., II, III, etc.). Your Social Security Number will not be released to the public.
- þ Fill out your residential address where you live.
- þ Fill out the address where you receive your mail if it is different from the residential address where you live.
- þ Fill in one of the boxes to select a party registration (Democratic Party, Republican Party, and Other).
 - Ø If you check “Other”, please type in the name of your chosen entity. You may choose, Constitution, Green, Libertarian, Reform, Socialist Workers, independent status, or something else of your choice.
 - Ø If you choose “Other”, you are eligible to vote only for nonpartisan offices in any primary election. You may, however, vote for any candidate of your choice in all general and special elections.

Note: You may change your political party registration at any time on or before **December 31st** to remain eligible to vote in the following political party primary election.

- þ Print the voter registration card. You will print the voter registration card and a mailing envelope template. These documents will print on two pages.
- þ Read the voter declaration, sign, and date. If your signature is marked with an "X", you must have two witnesses sign your voter registration card.

Please review your completed application to ensure you have marked all appropriate boxes and filled in all information fields including signing and dating the voter declaration. If you fail to complete any part, your application to register to vote will be delayed.

Mailing your completed voter registration card:

- Ø Tape the blank side of the voter registration card to the blank side of the mailing envelope template and then fold it in half being sure to tape the edges to secure your information.

OR

- Ø Simply insert the completed application into an envelope and mail to State Board of Elections, 140 Walnut Street Frankfort, KY 40601 **OR** Bullitt County Clerk's Office, P.O. Box 6, Shepherdsville, KY 40165.

Once you are registered to vote, your county clerk will send you an acknowledgement card verifying your registration or informing you of a problem with your registration. This card will provide you with the information concerning your precinct location for Election Day. Contact the County Clerk's Office at 502-543-2513 if you do not receive notification within 2-3 weeks or, if it is close to the registration deadline. You will not receive notification if you are moving within the same precinct or are only changing your political party affiliation.

You may also check your voter registration at any time with the State Board of Elections' **Voter Information Center** at www.elect.ky.gov.

Any citizen may inspect or make copies of any registration record, pursuant to KRS 116.095. However, Social Security Numbers will not be disclosed.

If you have any questions about filling out the voter registration card, please contact the County Clerk's Office at 502-543-2513.