

If you have a social security card, skip Step I and go to Step II. Otherwise, please begin with Step I.

### **I. Apply for an ineligibility letter if you are not eligible for a social security number**

Gather all the documents below and apply for an ineligibility letter from the US Social Security Office in Mayfield, KY. You need to apply in person.

1. A copy of your passport photo page,
2. A copy of your visa page,
3. A copy of your I-20 form,
4. A copy of your I-94, and
5. A letter from you stating that you're requesting an ineligibility letter to apply for a driver's license. Please put in the letter Ruth Lawlor's address as follows:

169 Blackburn Science Building  
Murray State University  
Murray, KY 42071

Ruth will email you when the letter is received in the mail so you can pick it up in her office.

*The address of the Social Security Office is as follows:*

*US Social Security Administration  
Social Security Office  
1526 Cuba Road  
Mayfield, KY 42066  
Phone: (800) 772-1213*

### **II. Gather required documents for your application**

When you receive the letter from the Social Security Office, please gather the documents listed below:

1. Completed and signed *Non-*

7. *Non-censuring & Personal Identification Application* form completed and signed by your advisor—Take all your documents and see your advisor
8. Application fee
9. Optional (not required)—If you have a driver's license from your home country and you want to include it in your application for a Kentucky driver's license, you'll need to have someone translate it into English if your driver's license is in a different language. You and the translator will need to appear before a notary public for the information to be notarized. Your bank in Murray usually has a notary public, and you may have your document notarized there free of charge.

### **III. Go to the Division of Driver Licensing in Paducah, KY**

When you have all the documents mentioned above, you'll need to go to the Division of Driver Licensing in Paducah, but please call before you go there in case you need to make an appointment. The address is as follows:

Division of Driver Licensing  
2855 Jackson Street, Hipp Building, Suite C  
Paducah, KY 42003  
Phone: 270-575-7035

1. If there is no problem with your paper work, your application will be accepted, and you'll receive a letter. You will have only 30 days to apply for your driver's license or permit.
2. If there are problems with your paper work, the letter will state you are denied as well as the reason/s for the denial. At this point, please see your advisor.
3. Please contact the Division of Driver Licensing in Paducah, KY and make appointments for your written/vision/road tests.