



Out of State Transfer Application Instructions

Application Requirements:

ALL requested information and fees shall be provided with no changes made to the printed form. Write distinctly with ink, and give full legal name (name changes must be accompanied by official name change documents). Incomplete or incorrect applications WILL NOT be considered for licensure and will be returned to the applicant for correction.

Out of State Applicants are required to submit the following documentation:

- Complete Out-of-State Transfer Application
- Endorsement fee and Application fee listed for the field of licensure applying for.
- Copy of the applicant's Government Issued Photo ID.
- A copy of the applicant's high school/GED transcript or diploma. Transcripts or Diplomas issued in a foreign country shall be submitted with an original, official translation of the document.
- Applicant shall request certification or official equivalent from the state licensing agency the applicant is transferring from, where the applicant completed a national licensing examination, be sent to the Kentucky State Board office for application processing.
- Applicants that have been convicted of a prior felony shall submit documentation for review by the board. The following documentation shall be submitted with the application: a typed and signed letter of explanation from the applicant, Judgment of Sentence, and if the applicant is currently on probation or parole a letter of good standing from the applicants probation/parole officer is required.

Photo Requirements:

Shall be a 2 x 2 passport photo of the applicant, taken within the past six (6) months, with no filters, adjustments, or objects obscuring the identity of the applicant. **NO photocopies or snapshots of the applicant will be accepted.**

Application Submission:

All requested documentation, except license certification from the transferring state, shall be submitted and received with the license transfer application for the applicant to be considered for Kentucky licensure. It is the applicant's responsibility to verify that license certification from the state the applicant is transferring from is on file at the Kentucky State Board office prior to submitting the transfer application. Applications cannot be considered for transfer without this document.

Due to the high volume of applicants, application receipt or approval cannot be verified by the board office unless it has been 30 days from the mailing date. If verification of receipt is desired by the applicant then it will need to be mailed by traceable means, i.e. certified with signature required, Fed-Ex, UPS, etc.

