

Official Verification of Licensure to Another State Board.

Requesting an Official Verification by Mail:

Step 1. Print the verification form from the state requesting licensure. If the state does not have a form for our board to complete, then create a letter requesting the information.

Step 2. Write a check or money order in the amount of \$25, payable to the KY State Treasurer.

Step 3. Mail the form/letter and check/money order to our office at 43-44 Fountain Place, Frankfort, KY 40601.

All items received in our office take 3-4 weeks to process. An email will be sent once the item has been processed.

Requesting an Official Verification Digitally:

Step 1. Visit our home page at bsw.ky.gov.

Step 2. Locate the **License Verification Box**.

Step 3. Click on the **SEARCH NOW** Button.

Step 4. Type License Number, Last Name, or Last 4 of SSN.

Please note: Not all fields are required for look up.

Step 5. Type security text in box.

Step 6. Click **SEARCH** button.



Choose a search option to begin

License Number

Last Name

Last 4 of SSN

HOAB 

Type the text 

[Privacy & Terms](#) 

Step 7. Click on the **Details** button of the social worker(s) credentials of who you're searching.

Step 8. Click the link **Purchase Digital Certification of License** under the license details information.

Search Results

To view the social worker's credentials click the details button.

[START ANOTHER SEARCH](#)

Items Per Page 10 ▾

License Number	First Name	Middle Name	Last Name	Details

License Details

Kentucky Board of Social Work
43-44 Fountain Place
Frankfort, KY 40601

[START ANOTHER SEARCH](#) [BACK TO SEARCH RESULTS](#)

Details

License Number
License Type
First Name
Last Name
Date of Issuance
Expiration Date
Status
Disciplined

[Purchase Digital Certification of License](#)

Step 9. Select Method of Payment

Step 10. Last page will prompt you to **download a PDF** of the digital verification. Save this on your computer.

Step 11. Visit our website again and email us the PDF. Our email address is under the Contact Us at the top far right of the homepage at bsw.ky.gov

Final Step. Wait for processing. Board will reply with an email once the verification has been mailed to the other state board. Please contact our office after the fourth week from the request date if no response has been given.