

## Official Verification of Licensure to Another State Board

Requesting an Official Verification Digitally:

**Step 1.** Visit our home page at [bsw.ky.gov](http://bsw.ky.gov).

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

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

**Step 4.** Type **ONLY ONE** of the following:

License Number *or* Last Name *or* Last 4 of SSN.

**Step 5.** Type security text in box  
or check "I am not a robot"

**Step 6.** Click **SEARCH** button.



Choose a search option to begin

License Number

Last Name

Last 4 of SSN

  
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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

### 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](mailto: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.

### **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 125 Holmes Street, Suite 310, Frankfort, KY 40601.

All items received in our office take 3-4 weeks to process.