


# MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER  
MAYOR

ROBERT J. SCHROEDER  
CHIEF OF POLICE

**TO: All Personnel**

**FROM: Robert J. Schroeder**  
**Chief of Police** 

**DATE: July 6, 2020**

**RE: Conclusion of 90-Day Extension Period for Kentucky Operator's Licenses, Identification Cards, and Permits Special Order #20-038**

The Kentucky Transportation Cabinet has issued Official Orders #112228 and #112223, addressing operator's licenses, identification (ID) cards, and permit issuance credentials by Circuit Clerks/Kentucky Transportation Cabinet offices and vehicle-related services issued by County Clerks. As a result of these orders:

- The rolling 90-day extension granted to expired operator's licenses, permits, and ID cards previously provided under Official Order #112155 continues through July 6, 2020. Any individual with an operator's license, permit, or ID card expiring between March 18, 2020 through July 6, 2020 has 90 days from their expiration date to renew and can do so in-person or via the mail-in renewal program. For more information on the mail-in renewal program, please visit [www.kycourts.gov](http://www.kycourts.gov).
- All individuals with operator's licenses, permits, and ID cards expiring July 7, 2020 or later will be required to renew in-person at the individual's respective Circuit Clerk's office on or before the date of expiration in order to be valid and effective.
- Any vehicle registration certificates, vehicle license plates, vehicle tag certificates, handicapped parking placards, or any other license, registration, certificate, or permit mandated by the Department of Vehicle Regulation and administered by County Clerks, is extended, without penalty, until October 7, 2020.

Copies of the Kentucky Transportation Cabinet's orders are attached to this Special Order.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of this Special Order, using the PowerDMS Document Management System. Members without computer access will continue to sign an accountability roster, as they have in the past.

All commanding officers will ensure their personnel are made aware of this information.

This Special Order will be posted in each division, section, or unit for a period of ten (10) days. Please refer any questions through the appropriate chain of command.



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
transportation.ky.gov

Andy Beshear  
GOVERNOR

Jim Gray  
SECRETARY

OFFICE OF THE SECRETARY                      OFFICIAL ORDER NO. 112228

SUBJECT: DECLARATION OF EMERGENCY, EXTENDS AUTHORIZATION FOR CIRCUIT CLERKS TO RENEW DRIVER'S LICENSES AND PERMITS AND IDENTIFICATION CARDS WITH CERTAIN EXPIRATION DATES

WHEREAS, on March 6, 2020, the Governor issued Executive Order 2020-215 declaring a state of emergency regarding COVID-19; and

WHEREAS, as a mitigation measure, individuals showing symptoms of illness are encouraged to self-isolate and all individuals in the Commonwealth are encouraged to practice social distancing and this Official Order is in furtherance of these goals; and

WHEREAS, the Governor subsequently directed that all government offices offering in person services close to the public indefinitely, including all driver's license issuance locations.

WHEREAS, circumstances surrounding the COVID-19 outbreak made it difficult or impossible for a number of Kentucky driver's license holders to timely renew their driver's licenses, permits or identification cards; and

WHEREAS KRS 186.4101 requires a license to operate a motor vehicle, motorcycle or moped be renewed every eight (8) years prior to its expiration date.

WHEREAS, on March 18, 2020, pursuant to the authority vested in me by Executive Order 2020-215, I entered Official Order # 112155, which, among other things, extended the renewal date for all Kentucky operator's licenses, identification cards and permits for a 90 day period subsequent to their current expiration date, declaring all such licenses, identification cards and permits in full force and effect for the 90-day period as if timely renewed.

WHEREAS on May 15, 2020, the Governor issued Executive Order 2020-396 declaring executive branch state government offices re-opened May 18, 2020 for limited in person services pursuant to #HealthyAtWork minimum requirements for all entities as well as the Requirements for State Government Offices and agencies; and

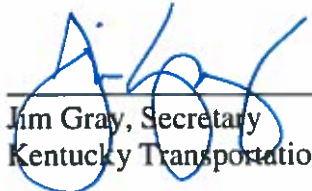
WHEREAS the Transportation Cabinet's ("KYTC") Division of Drivers Licensing ("DDL") has begun re-opening, for limited services, previously established regional driver's licenses and credentialing offices and Kentucky's Circuit Court Clerks have also begun a form of limited re-opening, and in an effort to reduce traffic, lessen interaction and follow necessary health guidelines and requirements, out of an overriding concern for public health and welfare, it is in the public's best interest that certain licensing renewal services be offered by remote application for a period of time on re-opening,

WHEREAS, Official Order # 112204 entered on May 28, 2020, provided for remote application for renewals of operator's licenses, permits or identification cards which had expired during the period March 1, 2020 through June 30, 2020, including those credentials lost or stolen, the renewal of which do not require testing, and approved certain specific forms for use, and whereas it was subsequently decided that offering fillable online alternative forms would enhance the user experience, prompting issuance of Official Order No. 112211, entered on June 8, 2020, offering fillable online alternative forms;

WHEREAS it is necessary to extend the provisions of Official Order No. 112204 and Official Order No. 112211 in the interest of public health and safety in response to the ongoing COVID-19 crisis to afford more opportunity for remote issuance,

NOW, THEREFORE, pursuant to the authority vested in me by Executive Order 2020-215 and KRS 39A, I hereby declare:

1. That any individual whose operator's license, permit or identification card has expired or will expire during the period March 1, 2020 through September 30, 2020, including those credentials lost or stolen, the renewal or replacement of which do not require testing, may apply through his/her Circuit Court Clerk in the county of residence for a renewal at the renewal period's full cost;
2. The application must be made on a form prescribed by the KYTC/DDL, Form TC 94-191, Rev. 05/2020 or Form TC 94-191 Rev. 06/2020, offering a fillable online format (for use in all counties except Woodford County, Fayette County and Franklin County) or Form TC 94-192, Rev. 05/2020 or Form TC 94-192, Rev. 06/2020, offering a fillable online format (for use only in Woodford County, Fayette County and Franklin County), fully completed with signed attestation or by electronic signature on the fillable form, and transmitted to the Circuit Court Clerk in any manner prescribed by the Circuit Court Clerk which allows for processing and the required scanning and retention of the form in the KYTC Driver Licensing System. No in person appearance will be required.
3. The issued credential may be mailed by the Circuit Court Clerk directly to the applicant.
4. This limited renewal process will be available for the clerks to process until October 31<sup>st</sup>.

  
\_\_\_\_\_  
Jim Gray, Secretary  
Kentucky Transportation Cabinet

Done this 30<sup>th</sup> date of June, 2020 at Frankfort, Kentucky.

Approved as to form and legality:

  
\_\_\_\_\_  
Will Fogle, Attorney  
KYTC, Office of Legal Services



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
transportation.ky.gov

Andy Beshear  
GOVERNOR

Jim Gray  
SECRETARY

OFFICE OF THE SECRETARY

OFFICIAL ORDER NO. 112223

SUBJECT: DECLARATION OF EMERGENCY, ORDER AMENDING OFFICIAL ORDER # 112155 TO CONCLUDE 90-DAY EXTENSION PERIOD FOR KENTUCKY OPERATOR'S LICENSE AND IDENTIFICATION CARDS AND PERMITS

WHEREAS, on March 6, 2020, the Governor issued Executive Order 2020-215 declaring a state of emergency regarding COVID-19; and

WHEREAS, as a mitigation measure, individuals showing symptoms of illness are encouraged to self-isolate and all individuals in the Commonwealth are encouraged to practice social distancing and this Official Order is in furtherance of these goals; and

WHEREAS, the Governor subsequently directed that all government offices offering in person services close to the public indefinitely, including all driver's license issuance locations.

WHEREAS, circumstances surrounding the COVID-19 outbreak made it difficult or impossible for a number of Kentucky driver's license holders to timely renew their drivers' licenses, PERMITS OR IDENTIFICATION CARDS; and

WHEREAS, KRS 186.4101 requires a license to operate a motor vehicle, motorcycle or moped be renewed every eight (8) years prior to its expiration date; and

WHEREAS, on March 18, 2020, pursuant to the authority vested in me by Executive Order 2020-215, I entered Official Order # 112155, which, among other things, extended the renewal date for all Kentucky operator's licenses, identification cards, and permits for a 90-day period subsequent to their current expiration date, declaring all such licenses, identification cards, and permits in full force and effect for the 90-day period as if timely renewed; and

WHEREAS, on May 15, 2020 the Governor issued Executive Order 2020-396 declaring executive branch state government office re-opened May 18, 2020 for limited in person services pursuant to #HealthyAtWork minimum requirements for all entities as well as the Requirements for State Government Offices and agencies; and

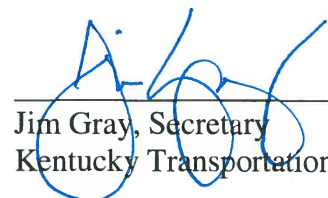
WHEREAS, pursuant to Official Order # 112211, individuals whose operator's license, permit or identification cards expired from the period of March 1, 2020 through June 30, 2020 could renew these credentials by mail or on-line; and

WHEREAS, Circuit Clerks' offices and some Kentucky Transportation Cabinet regional driver licensing office across the Commonwealth are now offering in person services for the issuance of operator's licenses, permits and identification cards; and

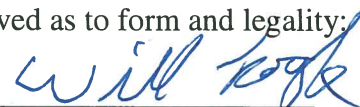
WHEREAS, County Clerks throughout the state have and will be required to utilize the majority of their staff in order to administer the upcoming primary election, thus necessitating the retention of the 90-day extension period of vehicle registration certificates, vehicle license plates, vehicles tag certificates, handicapped parking permits and all other licenses, registrations, certificates or permits mandated by the Department of Vehicle Registration and administered by the County Clerks referenced in Official Order #112155,

NOW, THEREFORE, pursuant to the authority vested in me by Executive Order 2020-215 and KRS 39A, I hereby declare:

1. That the provisions of Official Order # 112155 providing for a 90-day renewal date extension for expired Kentucky operator's licenses, identification cards and permits shall cease and be declared null and void as of 11:59 p.m. on July 6, 2020 and no Kentucky operator's license, identification card or permit on its face expiring after that date shall be extended 90-days. Any operator's license, identification card or permit expiring before July 6 shall be extended 90-days. All Kentucky operator's licenses, identification cards and permits which expire on or after July 7, 2020 will be required to be renewed in person at the individual's respective Circuit Clerk's office on or before the date of expiration in order to be valid and effective.
2. The remaining provisions of Official Order #112155, relating to the 90-day extension period of vehicle registration certificates, vehicle license plates, vehicle tag certificates, handicapped parking permits and all other licenses, registrations, certificates or permits mandated by the Department of Vehicle Registration and administered by the County Clerks, is amended to provide that all the aforementioned items expiring prior to October 6, 2020 are hereby extended and shall remain in full force and effect without penalty until October 6, 2020 at 11:59 p.m. at which time the entirety of Official Order #112155 shall be repealed and it declared null and void.

  
\_\_\_\_\_  
Jim Gray, Secretary  
Kentucky Transportation Cabinet

Done this 25 date of June, 2020 at Frankfort, Kentucky.

Approved as to form and legality:  
  
\_\_\_\_\_  
Will Fogle, Attorney  
KYTC, Office of Legal Services