

Message from the County Clerk



The Hardin County Clerk's Office is a State Constitutional office with varied duties governed by the Kentucky Revised Statutes. The Hardin County Clerk's Office provides many services to the people of Hardin County. Whether it is recording deeds, mortgages and other legal documents, or vehicle transactions and registrations; we are here to serve the public in a business friendly and efficient manner.

Hardin County Clerk, Kenneth L. Tabb, serves as the chairman of the Hardin County Board of Elections and plays a key role in the conduct of elections. All petitions for candidates of elective county offices are filed with the County Clerk and a drawing for ballot positions is conducted by the Clerk. He is responsible for printing ballots, canvassing the votes at Primary and General Elections; and, along with other Hardin County Board of Election board members, certifies Election Day votes to the Secretary of State of the Commonwealth.

Chief Deputy Clerk Message



The past 35 years serving the residents of Hardin County here in the Clerk's office has been highly rewarding.

Our customers know that we will perform consistently, day in and day out. It is through innovation and commitment to a long tradition of excellent customer service that we continue to better serve county residents in the recording of public documents, issuing of marriage licenses, notary commissions, and hunting/fishing licenses as well as the printing of property tax bills and the collection of delinquent property taxes, conducting elections and the licensing of motor vehicles and boats.

It is the personal goal of Chief Deputy Clerk Debbie Donnelly, to delight customers in those day to day services while planning for long term improvements in the operations of this office to trim costs and stretch county resources. We are celebrating successes in this goal.

The land records housed here belong to the public and our mission is to ensure that the public can discover, use and learn from Hardin County's vast holdings as we expand public access to all records, via the Internet, whether they have been recorded today or in 1793.

Your time is valuable and the clerk's office is pleased to offer convenient online registration renewal for motor vehicles and continues to look for other ways to make this office suit the needs of the public we serve.

Chief Financial Officer Message



In delivering our annual report for the year ending December 2013, it is my pleasure, as your Hardin County Clerk's Chief Financial Officer, to review our performance for this past fiscal year and discuss substantial improvements in the way we do business. Fiscal year (FY) 2013 marked yet another year that we received a favorable audit report on our financial statements. This accomplishment demonstrates our unyielding dedication to excellence in financial reporting that is free of material misstatement. We remain committed to being responsible stewards of the tax dollars of the citizens of Hardin County.

During this past year, Chief Financial Officer Cheryl Padgett and the staff of the Hardin County Clerk's office have continued to pursue technology advancements that ensure relevant, reliable and timely accounting and management information.

Technology advancements have also allowed the downsizing of staff during a time of troubled nationwide economic conditions while maintaining a level of customer service the public has come to enjoy and expects.

The achievements we made this year are direct representation of our talented and dedicated employees. We are devoted to maintaining strong stewardship of the funds entrusted to us by Hardin Countians.

Recording Department



The office assists the public in retrieving, re-searching, copying and viewing legal documents such as: Business names, corporations, deeds and mortgages, executive orders, name changes, wills, liens, and releases.

In 2013 4,273 deeds, 170 plats, and 5,040 mortgages were recorded in this office. We record and index all legal real estate documents, including, but not limited to, powers of attorney, assignments and releases, and fixture filing.

In 2013 we issued 1,048 marriage licenses, 516 notary commissions, as well as fishing & hunting licenses, transient merchants permits, and going out of business licenses.

\$1,308,904.15 in delinquent real estate taxes were collected by this office in 2013.

Aged records continue to be digitized and indexed for ease in public access and as a safeguard against catastrophic loss of county records

Election Department



The election department handles the registration of voters in the county and conducts all municipal, state, and federal elections for her 74,779 registered voters. In 2013 the department handled one special local option alcohol sales election, during the month of January, for the city of Elizabethtown.

The year also saw the revising of county precinct maps to meet the demands of Legislative Redistricting by the state government and Magisterial Re-apportionment approved by Hardin County Fiscal Court.

Motor Vehicle and Lien Department



We registered or renewed approximately 208,967 vehicles yearly through our Motor Vehicle Division.

We also issue decals and plates while collecting taxes on all Hardin County motor vehicles, including motor boats.

Additionally, we issue permanent and temporary disabled parking permits and file liens on titled collateral.

For the convenience of our northern county residents, a branch office located at 220 Freedom Way in Radcliff, KY is maintained.

The Hardin County Clerk and the Kentucky Transportation Cabinet offers Kentucky citizens several options to renew their registration online at <http://mvl.ky.gov>.

Marriage License

Marriage Licenses are issued to couples appearing in person together for a \$35.50 non-refundable fee. They are valid for 30 days, including the day of purchase. The license can be purchased at any county clerk's office in Kentucky, and the marriage can be performed at any location within Kentucky. A record of marriage is maintained in the county of purchase. When applying for the license, please bring photo identification for both parties, bride and groom. They will also be asked to orally provide:

- Social Security number
- Current address
- Date of birth
- County/state of birth
- Mother's full maiden name
- Father's full name
- Marital status
- Occupation
- Race
- Relationship

If under 18 additional requirements apply. Please inquire with the clerk.

How To Contact Us

ELIZABETHTOWN

The Elizabethtown office is located at 14 Public Square on the first floor of the R.R. Thomas Government Building.

RECORDING	270.765.2171
VEHICLE	270.765.4115
ELECTIONS	270.765.6762
LIEN	270.765.4116

To write our office, please send correspondence to:
Hardin County Clerk's Office
P. O. Box 1030
Elizabethtown, KY 42702-1030

RADCLIFF

The Radcliff office is located at 210 Freedom Way and can be reached at 270.351.8015.

HOURS of OPERATION

Mon.-Fri. 8 am - 4:30 pm

Elizabethtown Motor Vehicle open Mondays until 6 pm

Radcliff Motor Vehicle open Thursdays until 6 pm

www.hccoky.org



2013 ANNUAL REPORT

HARDIN COUNTY CLERK'S OFFICE

A LICENSE TO SERVE

