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Welcome to NYS License Center

Welcome to NYS License Center! This tool is provided to you to cover a host of NYS business needs. For your current licensing purposes, the NYS Department of State has added all Appearance Enhancement and Barber related licenses to the NYS License Center.

Applying for, renewing, and making amendments to your licenses online is faster and more convenient than the paper application process. When you create your account you are able to track your licenses, both new applications and already existing licenses. You receive email correspondence confirming your applications and marking license milestones along the way to issuance.

NYS License Center

All you need to get started is to create an account on the NYS License Center.

<https://licensecenter.ny.gov/>

The NYS License Center website is a portal for your NYS licensing needs. Take a look around the site to see what it can do for you!

From the NYS License Center home page, scroll down until you see the NY License Center heading and links. Depending on your licensing needs, click either the 'Business' or 'Individual' link to be redirected to either the 'Business License' or 'Individual License' page.



The 'Business License' and 'Individual License' pages provide instructions and other information for first time and returning users.

If you do not have an existing NY.Gov ID, scroll down to the 'New User' section. Click on the 'Get Started' link to register for an account.

New User

You must have a user ID to apply for a new license or permit or to manage your existing licenses and permits. To access your records, you will be guided through a security process (takes about 10 minutes). [Get started.](#) 

Register an Account

The first step to access your Appearance Enhancement or Barbering licensing needs is to create an Account on MY NY.gov. There different navigation options to reach this site.

- The first is to go through the steps provided above from the NYS License Center site.
- The second option is to click on the 'I need a NY.gov ID' box on the NYS License Center online application page: <https://aca.licensecenter.ny.gov/aca/>
- You may also go directly to MyNY.gov: <https://my.ny.gov/>

If you already have a NY.gov account, login using your User Name and Password.

Please note, all individual information viewed in this guide is fictional and does not represent a real individual.

NY.gov

The steps shown in this guide are subject to change as NY.gov makes updates. For the most up to date information and for questions see the FAQs on NY.gov.

If you already have a NY.gov ID, you may skip this section. For example, you may already have a NY.gov account if you performed any of your Department of Motor Vehicle (DMV) information online.

NOTE: If you are creating your account from one of the NYS License Center links, your account process starts on the 'NY.gov Self Registration' page. This guide is showing the complete set of steps from My NY.gov.

On My.NY.gov, select the option 'Don't have an Account?'

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

Ny.gov ID Call Center (518)-474-7494

NY.gov ID

Sign In

Forgot your [Username](#) or [Password](#) ?

[NY.gov ID - Terms of Service](#)

Don't have an Account?

If you do not have an NY.gov ID Username and Password, click the above link to sign up.

Access to online services
Many government services are now available online. An NY.gov ID account provides secure electronic access to these services.
[Learn More](#)

Convenience
Access many online services with a single NY.gov ID account.

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account
I want to access New York State online services with an NY.gov ID account

GOVERNOR ANDREW M. CUOMO

BUILDING BACK BETTER

#NYRISING

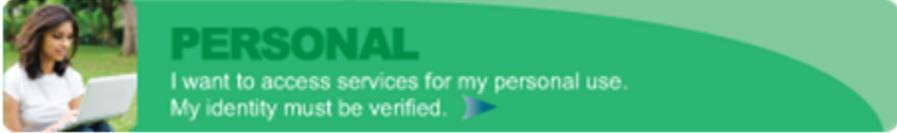
WHAT'S NEW

December 18, 2013
Governor Cuomo Announces Appointment of Rachel Hao...

December 18, 2013
Governor Cuomo Announces East

Select the option that is best for your ny.gov needs:

Please select one of the following account types:



PERSONAL
I want to access services for my personal use.
My identity must be verified. ▶



GOVERNMENT EMPLOYEE
Information for New York State or local government employees. ▶



BUSINESS
I want to access services in a business capacity.
My personal, business or organization's identity must be verified. ▶

Go Back

This guide is showing the steps as if selecting 'Personal.'

Read the information about setting up your personal account and click 'Sign Up for a Personal NY.gov ID.'

Obtain an NY.gov ID Personal User Account

Personal NY.gov ID – Allows you to access Online Services that require your verified identity and where you are acting in an individual capacity (i.e. Not as a business).

Getting Started

Registering for a Personal NY.gov ID is a two part process.

1. NY.gov ID Self Registration

Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

- i. Enter Basic User information(along with a valid email address) and select a User ID.
- ii. Confirm Basic User information is correct.
- iii. Finish the Online registration.

2. Email Activation

Once you have finished the create steps above, please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.



If you want a Personal NY.gov ID, please click the button to start the process.

NOTE: If you are creating your account from NYS License Center links your account process starts here.

Complete the first page of the registration form. All fields with an asterisk (*) are required fields. You will not be able to continue the registration until all required fields are completed.

Once you have added in your desired 'User ID' click on the 'Check' button to verify that the user ID is unique. After a unique user ID is selected, fill in the 'Captcha' and click the 'Create Account' button.

If your 'Captcha' is difficult to read you can click on the 'Captcha' refresh button  and a new 'Captcha' is presented.

Review your information; if it is all correct click the 'Continue' button.

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name	Jenn
Last Name	James
Email	jennjames99@
Username	JennJames99

Step 2 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

Review the instructions and click 'Finish.'

NY.gov ID SELF REGISTRATION

An activation email has been sent to – jennjames99@

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

Step 3 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

After clicking 'Finish' you are returned to the NY.gov registration page. You do NOT need to complete this again. Instead go to your email.

Login to your email and review the email sent from NY.gov.

Select the 'click here' link to continue your registration.



By clicking on the link you are directed back to NY.gov and prompted to complete 3 'Shared Secret Questions.' These will help you in the future with your account needs. For more information see the FAQs on NY.gov.

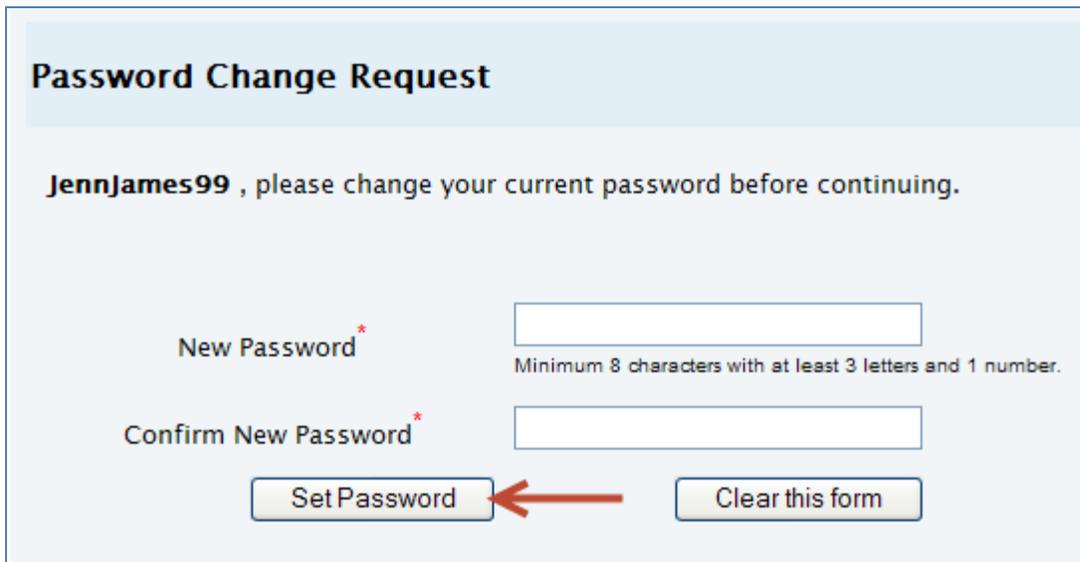
Complete the questions and then click the 'Continue' button.

The screenshot shows the 'NY.gov ID ACTIVATION' page. At the top, it says 'Thank you for registering!' and 'You are now ready to activate your NY.gov Id.' Below this, it states 'During this process, you will need to' followed by a bulleted list: 'Set 3 valid secret questions and answers.' and 'Set a new password.' A callout box points to the 'Shared Secret Questions' section with the text 'You must set all 3 'Shared Secret Questions''. The 'Shared Secret Questions' section contains three identical forms. Each form has a dropdown menu labeled 'Question' with 'Select One' selected, a text input field for 'Answer', and another text input field for 'Confirm Answer'. At the bottom left of the form area is a blue 'Continue' button with a red arrow pointing to it from the right.

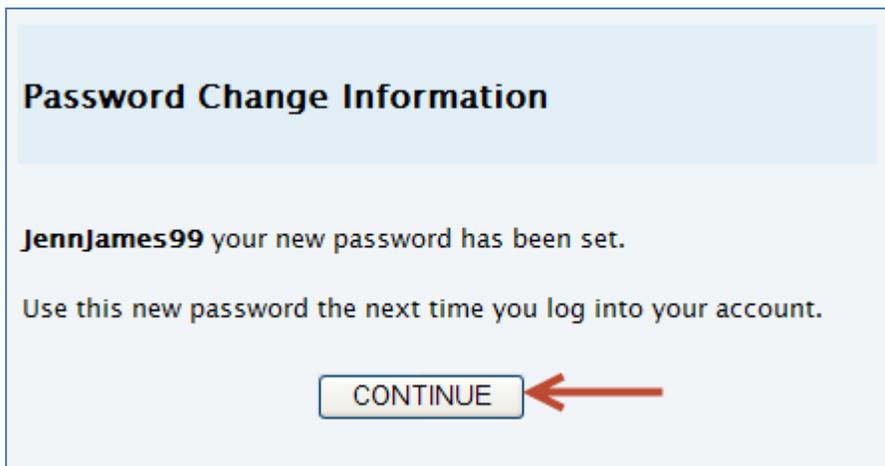
A confirmation page is displayed. Click 'Continue.'



You are now prompted to set your password. Choose a password, confirm your password and click 'Set Password.'



A password confirmation is displayed. Click 'Continue.'



Your NY.gov account is successfully created. Click the 'Go to MyNy' button.



NY.gov ID ACTIVATION

[Log out](#)

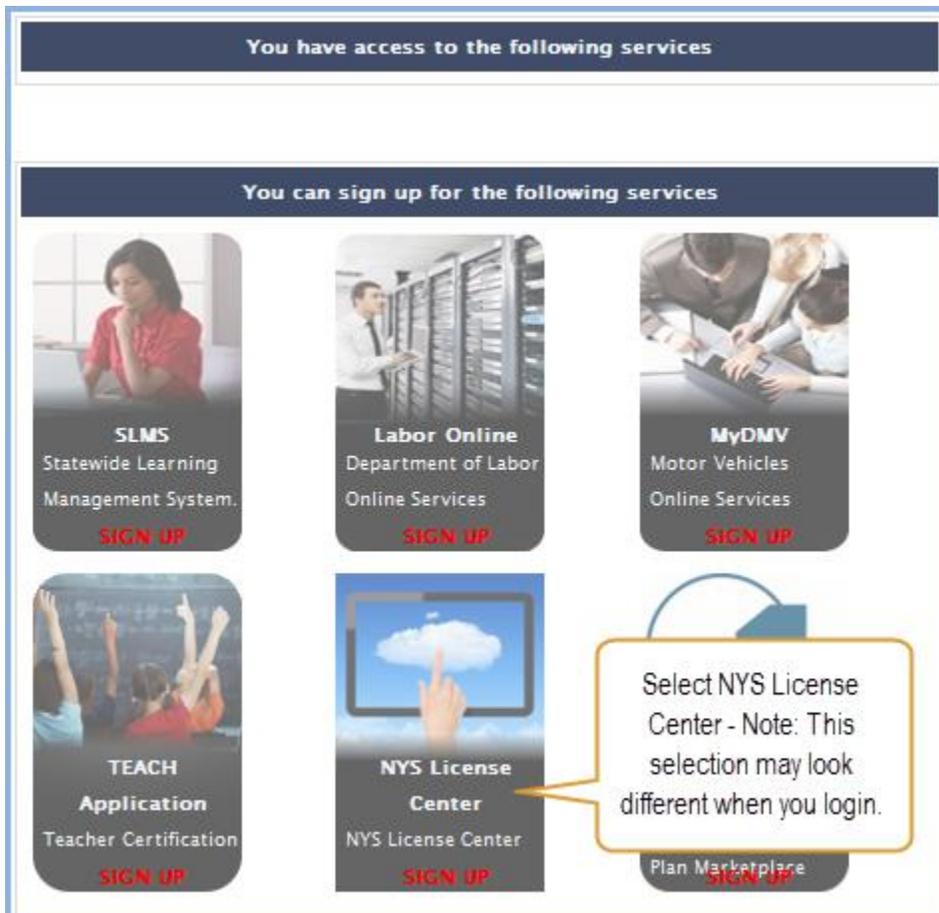
You have successfully activated your NY.gov Id!

Please click on one of the buttons below.

[Continue to Enrollment](#) This is where you sign up for various NYS applications.

[Go to MyNy](#) A portal to view the NYS applications you have access to.

Once you are on MyNy select the option for NYS License Center.



You have access to the following services

You can sign up for the following services

- SLMS**
Statewide Learning Management System.
[SIGN UP](#)
- Labor Online**
Department of Labor Online Services
[SIGN UP](#)
- MyDMV**
Motor Vehicles Online Services
[SIGN UP](#)
- TEACH Application**
Teacher Certification
[SIGN UP](#)
- NYS License Center**
NYS License Center
[SIGN UP](#)
- Plan Marketplace**
[SIGN UP](#)

Select NYS License Center - Note: This selection may look different when you login.

NYS License Center Account

When in the NYS License Center click on the 'Account Management' link. From here you complete the rest of your personal information required for your licensing needs.



Your account information, with your personal data from NY.gov, is populated and ready for your edits. In the 'Contact Information' section and under the 'Actions' menu, click 'View.'

Home | **Manage My Licenses** | Consumer Complaints

Manage Your Account
To add contacts to your account if you intend to file applications on behalf of another party, click on the "Add a Contact" button on the right side of the Contact Information heading.

To view or remove existing contact information, click on the "Actions" drop-down link to the right of the contact and select "View".

Account Type
Citizen Account

Contact Information [Add a Contact](#)

You can have two Contact types associated to this user account. The Contact types are Individual or Organization. To take full advantage of this system's "Select from Account" feature while completing applications it is recommended you complete as many fields in the Contact Information section as possible. Having data in more fields will expedite the application intake process.

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Action
Test		Everything				Individual	Actions ▼

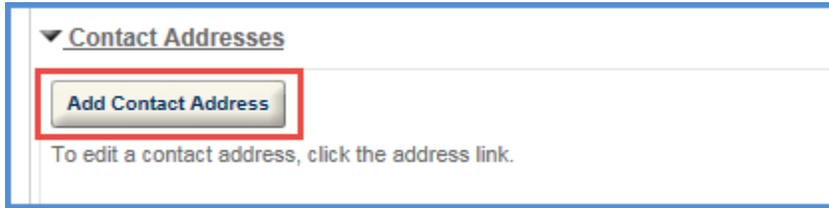
< [View](#)

Complete the remaining 'Contact Information.' Scroll down to see the 'Contact Information' portion of the screen. The information you provide here will automatically populate on your applications created through this system.

All fields with an asterisk (*) are required fields. You are not able to continue until all required fields are complete.

* First: Test	Middle: 	* Last: Everything	Suffix:
* Country: United States			
* Primary Phone: (+ 001) 555-555-5555	Secondary Phone: (+ 001)	Mobile Phone: (+ 001)	
Fax: (+ 001)	* Email: charee.hendricks@dos.ny.gov		
Birth Date: 07/15/1990	SSN: ***-**-6546	Gender: <input type="radio"/> Female <input type="radio"/> Male	
Preferred Channel: --Select--			
Driver's License State: --Select--		Driver's License Number: 	

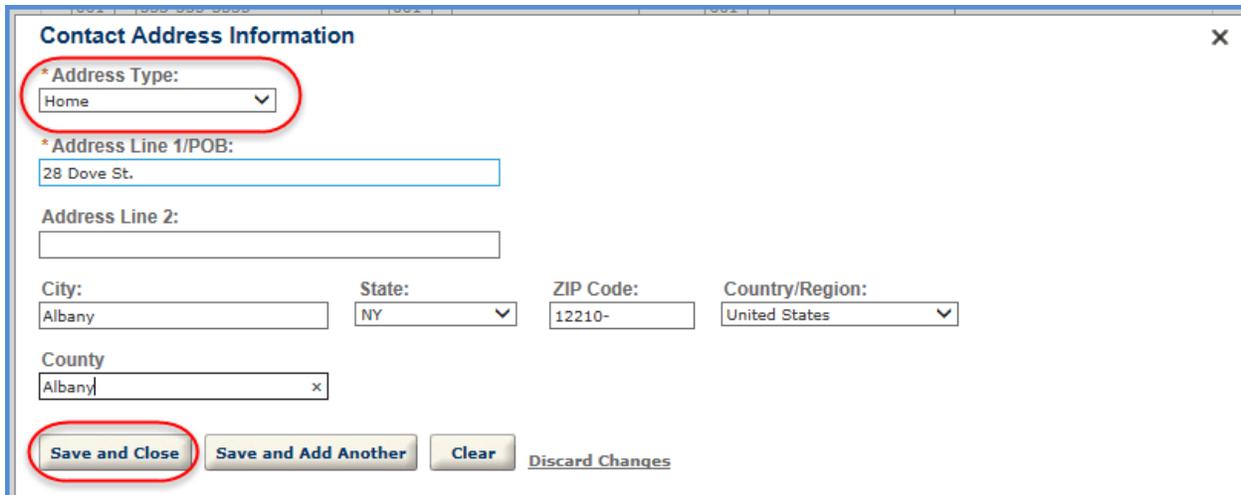
Select the 'Add Contact Address' button to open the 'Contact Address Information' screen.



Enter address information and click the 'Save and Close' button. If you want to add an additional contact address click the 'Save and Add Another' button.

Adding a 'Home' address is mandatory. All other types of addresses are optional for an operator type license.

All fields with an asterisk (*) are required fields. You will not be able to continue until all required fields are completed.

A screenshot of a "Contact Address Information" form window. The form contains several fields: a dropdown menu for "Address Type" with "Home" selected (circled in red), a text input for "Address Line 1/POB" containing "28 Dove St.", an empty "Address Line 2" input, "City" (Albany), "State" (NY), "ZIP Code" (12210-), and "Country/Region" (United States). There is also a "County" input field containing "Albany". At the bottom, there are four buttons: "Save and Close" (circled in red), "Save and Add Another", "Clear", and "Discard Changes".

Once the 'Save and Close' button is selected a 'Matching Address Results' window displays. Select the radio button for the correct address if it appears then click 'Select' to validate.

If the address you have entered does not display, verify you have entered the data correctly. If the address is correct click the 'Add not valid address' link.

Matching Address Results [X]

▼ Contact Addresses

Showing 1-1 of 1

Address Line 1	Unit # (start)	Address Line 2	County	Co
<input checked="" type="radio"/> 28 Dove St			Albany	Un

< [Progress Bar] >

[Add not valid address](#)

After you have added the address, you will see a message on the screen indicating it was added successfully.

To add additional addresses click the 'Add Contact Address' button. When your address information is complete click the 'Save' button.

* First: Middle: * Last: Suffix:

* Country:

* Primary Phone: (+) Secondary Phone: (+) Mobile Phone: (+)

Fax: (+) * Email:

Birth Date: SSN: Gender: Female Male

Preferred Channel:

Driver's License State: Driver's License Number:

▼ Contact Addresses

To edit a contact address, click the address link.

✔ **Contact address added successfully.** ←

Showing 1-1 of 1

Address Type	Address	Status	Start Date	End Date	Action
Home	123 1st St, Albany	Active			Actions ▼

[Back to Account Management](#)

The following displays under your contact information. This section will be populated with information as you submit applications through your NY License Center Account. **Note:** This section is for informational purposes and will only appear if you have exam or education information on file.

Education

[Add New](#)

Education List

Showing 0-0 of 0

<u>Discipline</u>	<u>Provider Name</u>	<u>Provider Number</u>	<u>Degree</u>	<u>Year Attended</u>	<u>Year Graduated</u>	<u>Approved</u>	<u>Action</u>
No records found.							

< >

Examination

[Add New](#)

Examination List

Showing 0-0 of 0

<u>Examination Name</u>	<u>Provider Name</u>	<u>Provider Number</u>	<u>Examination Date</u>	<u>Start Time</u>
No records found.				

< >

Continuing Education

[Add New](#)

Continuing Education List

Showing 0-0 of 0

<u>Continuing Education Name</u>	<u>Provider Name</u>	<u>Provider Number</u>	<u>Class</u>	<u>Completion Date</u>	<u>Completed Hours</u>	<u>Final Score</u>
No records found.						

< >

[Back to Account Management](#)

Your updated information displays in the 'Contact Information' section and your complete information is always viewable by clicking on 'Actions' and selecting 'View' from the dropdown.

From this point forward your Social Security Number is masked to only show the last four digits.

Contact Information Add a Contact

You can have two Contact types associated to this user account. The Contact types are Individual or Organization. To take full advantage of this system's "Select from Account" feature while completing applications it is recommended you complete as many fields in the Contact Information section as possible. Having data in more fields will expedite the application intake process.

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Action
Test		Everything		***-**-6546		Individual	Actions ▼

To reach the main screen click on the 'Home' tab.

[Home](#) [Manage My Licenses](#) [Consumer Complaints](#)

Manage Your Account

To add contacts to your account if you intend to file applications on behalf of another party, click on the "Add a Contact" button on the right side of the Contact Information heading.

To view or remove existing contact information, click on the "Actions" drop-down link to the right of the contact and select "View".

Account Type

Citizen Account

Contact Information Add a Contact

You can have two Contact types associated to this user account. The Contact types are Individual or Organization. To take full advantage of this system's "Select from Account" feature while completing applications it is recommended you complete as many fields in the Contact Information section as possible. Having data in more fields will expedite the application intake process.

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Action
Test		Everything		***-**-6546		Individual	Actions ▼

Tour NYS License Center

Public NYS License Center Home

Before logging into NYS License Center you may want to explore the 'Home' screen. There are some additional options available to you here that are available to all public users.



Welcome to New York State License Center

Get Started

- Apply for a new license
- Manage and renew your business and individual licenses

I need a NY.gov ID	I have a NY.gov ID You may already have an ID if you have paid state taxes or registered your vehicle online.
---------------------------	---

Other NYS License Center Services

- [Find businesses and individuals licensed to do business in the State of New York](#)
- [Find out what permits or licenses your business needs](#)
- [View license violations](#)
- [Get help with licensing questions](#)

Links available to all public users

Tips for the best NYS License Center Experience:

BROWSER COMPATIBILITY

NYS License Center works best with one of the industry leading browsers below:

- Internet Explorer 10 & 11
- Mozilla Firefox 32
- Chrome 37
- Safari 6
- Opera 24

The links available are:

- **'Find a business and individuals licensed to do business in the State of New York'**: This link brings to a General Search where you are able to search for license holders.
- **'Find out what permits or licenses your business needs'**: This link brings you to a business wizard to help you define what requirements are needed for your business in New York State.
- **'View license violations'**: Find out if a license holder has a complaint lodged against them.
- **'Get help with licensing questions'**: Brings you to a bank of Frequently Asked Questions (FAQs).

Search for a License

On the 'Home' tab any person has the ability to search for public license records that are hosted by NYS License Center. You do not have to have an account to search. Click on the 'Find businesses and individuals licensed to do business in the State of New York' link.

Other NYS License Center Services

- [Find businesses and individuals licensed to do business in the State of New York](#)
- [Find out what permits or licenses your business needs](#)
- [View license violations](#)
- [Get help with licensing questions](#)

The 'Search for a Licensee' page displays with the various options to find the license you are looking for. Fill in as desired and click the 'Search' button.

****Please note, all data displayed in these screenshots is test data and does not represent real license holders.****

Search for Licensee Search for Licensee ▾

Every effort has been made to ensure that the information contained on this site is up to date and accurate. However, the NYS License Center relies upon information provided to it by its public users, so the information's completeness or accuracy cannot be guaranteed.

Licensing Agency: License Type:

License Number:

First Name: Middle Initial: Last Name:

Business Name:

Country:

Address:

City: State: Zip:

County:

Search

Search with the various options available here to find the license your are looking for.

Results display below the license search. To see details related to the record click on the record number link.

100+ results found matching Licensee criteria.

To view details about the license, such as the license status or expiration date, click on the license number or business name (if applicable). You can also click on any of the column headings to sort the results.
 Showing 1-10 of 100+ | [Download results](#)

License Number	License Type	Business Name	First Name	Last Name	License Expiration Date	City	State
AEC-13-00002	Cosmetology		jaya	p	10/27/2017	Schenectady	NY
AEC-13-00003	Cosmetology		Yvonne	Ficke	10/29/2017	Albany	NY
AEC-13-00006	Cosmetology		Aimee	Allen	10/30/2017	Albany	NY
AEC-13-00007	Cosmetology		Sheldon	Cooper	12/13/2017	Albany	NY
AEC-13-00009	Cosmetology		SUZANA	BERISHA	12/16/2017	POUGHKEEPSIE	NY
AEC-13-00010	Cosmetology		david	sandberg	10/31/2017	Troy	NY
AEC-13-00011	Cosmetology		VICTOR	BENISH	12/17/2017	NEW YORK	NY
AEC-13-0001	Cosmetology		CARLOS	NARANJO	12/17/2017	Elmhurst	NY
AEC-13-0001	Cosmetology		POLANCO	BELGICA	12/17/2017	Corona	NY
AEC-13-0001	Cosmetology		Karen	Jackson	09/01/2012	Albany	NY

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Click on the link to see record details

Scroll to see the remaining search results columns

License details display. Depending on the license type the information available changes, for example an operator license will show basic details while a shop/business license displays the additional information associated to the business. The screenshot below is for an operator license.

License Information:
Cosmetology AEC-13-00007

Licensee Detail

License Number: AEC-13-00007
Name: Sheldon Cooper
County: Albany
License State: NY
License Issue Date: 12/13/2013
Current Term Effective Date: 12/13/2013
Expiration Date: 12/13/2017
Agency: Department of State
License Status: Active

Registered NYS License Center User Home

On the 'Home' tab on NYS License Center, login to your account.

The screenshot shows the NYS License Center user home page. At the top left is the New York State logo. To its right are navigation links: Services, News, Government, and Local. Below these is the NYS License Center logo. A horizontal line separates the header from the main content. On the right side of the main content, there are links for 'Announcements' and 'Accessibility Support', and a search bar. Below the search bar are three tabs: 'Home', 'Manage My Licenses', and 'Consumer Complaints'. The 'Home' tab is selected. The main content area features a 'Welcome to New York State License Center' message and a 'Get Started' section with two bullet points: 'Apply for a new license' and 'Manage and renew your business and individual licenses'. At the bottom, there are two green boxes for user login. The left box is titled 'I need a NY.gov ID'. The right box is titled 'I have a NY.gov ID' and contains the text: 'You may already have an ID if you have paid state taxes or registered your vehicle online.' A yellow speech bubble points to the right box with the text: 'Click on 'I have a NY.gov ID' green box to bring up login screen. If you didn't create an NY.gov account yet, select the green box titled 'I need a NY.gov ID'.' A red box highlights the right box.

NEW YORK STATE

Services News Government Local

NY
LICENSE CENTER

Need Help? Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

Announcements | Accessibility Support |

Search...

Home Manage My Licenses Consumer Complaints

Welcome to New York State License Center

Get Started

- Apply for a new license
- Manage and renew your business and individual licenses

I need a NY.gov ID

I have a NY.gov ID
You may already have an ID if you have paid state taxes or registered your vehicle online.

Click on 'I have a NY.gov ID' green box to bring up login screen
If you didn't create an NY.gov account yet, select the green box titled 'I need a NY.gov ID'

Login using your NY.gov account.

If you do not remember your username or password, click on the 'Username' or 'Password' link at the bottom of the login box. Further details see the FAQs provided on my.ny.gov.

Please login after reading the **Acceptable Use Policy** below



Username:

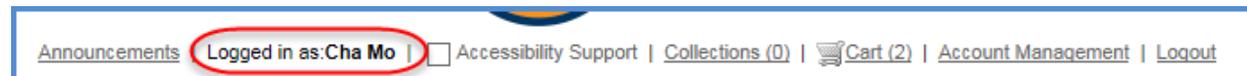
Password:

Sign In

Forgot your [Username](#) or [Password](#) ?
[NY.gov ID - Terms of Service](#)

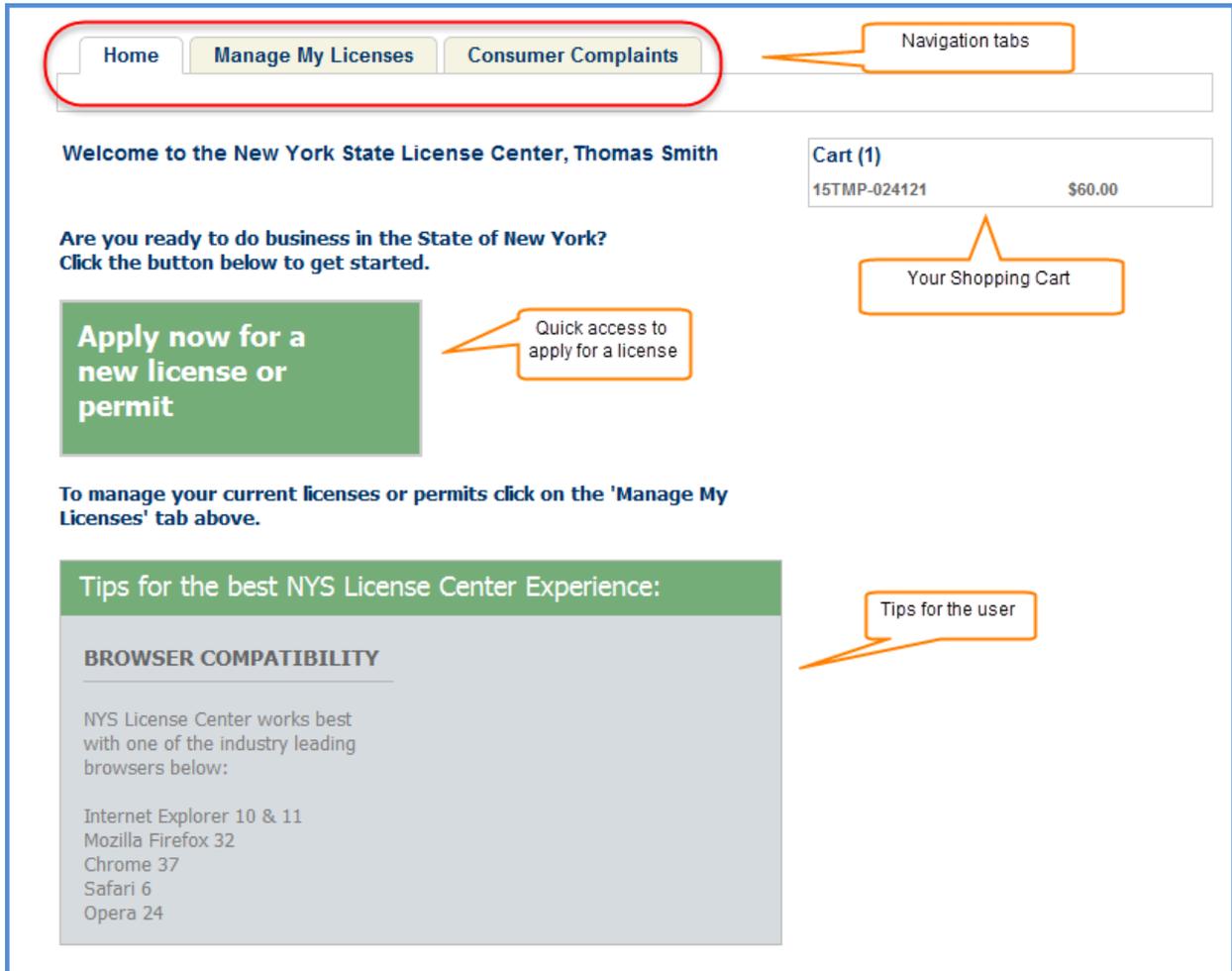
When you login the first screen you see is your 'Home' tab.

The links across the top of the screen provide you with access to information on your licenses, account, and shopping cart. You should see your name.



- **Announcements:** If there are any system alerts for applicants or license holders they are displayed here.
- **Logged in as:** Your name from your registration
- **Accessibility Support:** Check this box if you wish to use a screen reader software for the visually disabled, such as JAWS
- **Collections:** This option provides a way for you to organize your records into lists of records that you create. Add your records to a collection when you view the record from the 'Permit/License History' tab.
- **Cart:** This is your shopping cart. You may hold your complete license applications here until you are ready to pay. Click on the shopping cart at any time to complete the payment transaction.
- **Account Management:** You may update your account login information from this link.
- **Logout:** Clicking this link exits you from NYS License Center

Below this row of links you are presented with the main page of your 'Home' tab. The tabs displayed across the top provide the navigation to various areas in NYS License Center.



The home page presents basic NYS License Center information for you.

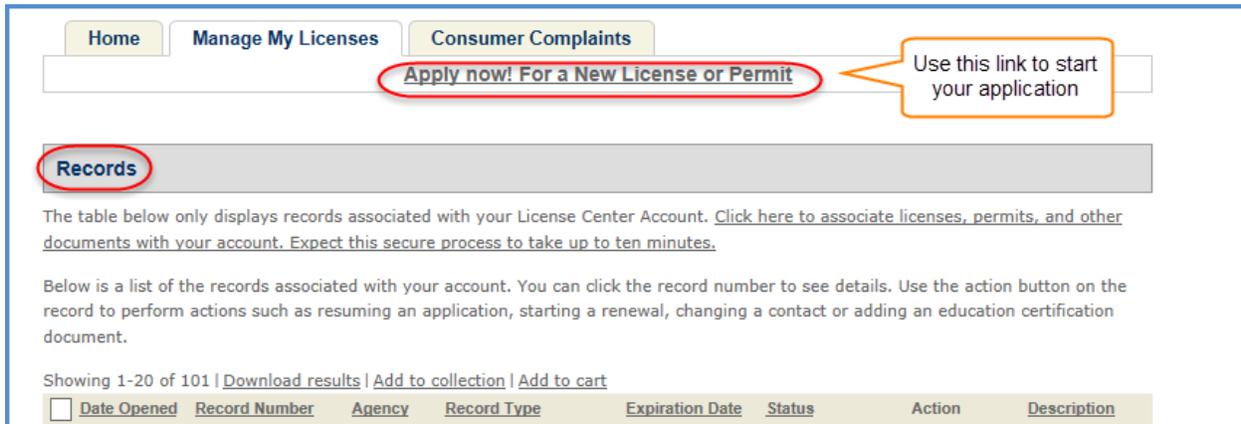
Across from the 'Welcome' statement is quick access to your shopping cart. You may click this link anytime you are on the 'Home' tab.

Below the 'Welcome' statement is a quick access box to apply for a license.

The final section is tips for the user. These may change over time as the system is updated, be sure to review this section before you complete an application.

Manage My License

The 'Manage My Licenses' tab is where you view your list of licenses and applications. Under the tab is a link to start the application process, 'Apply Now! For a New License or Permit.'



The screenshot shows the 'Manage My Licenses' tab selected. A red circle highlights the link 'Apply now! For a New License or Permit'. A callout box points to this link with the text 'Use this link to start your application'. Below the link is a 'Records' section with a table of license records.

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 101 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
--------------------------	-----------------------------	-------------------------------	------------------------	-----------------------------	---------------------------------	------------------------	------------------------	-----------------------------

The 'Record' section of the screen displays all of your licenses available on NYS License Center. You can sort the record list by clicking on the column links.

- **Date Opened:** The application data
- **Record Number:** Displays the record identification number. If you apply for a temporary license it will display the temp number. As the temporary license is converted to a permanent license, the record ID number changes.
- **Agency:** The agency or department that regulates that particular license
- **Record Type:** The type of license, example: Cosmetology
- **Expiration Date:** The date your license expires
- **Status:** Track where your license is in the process
- **Action:** You are able to apply for an amendment or renew your license depending on the link available for the specific record.
- **Description:** Additional details provided for that record

Search Within My Records

The 'Search Within My Records' on the 'Manage My License' tab is available for you to search YOUR public license record types hosted by the NYS License Center. Use the various search options to find the information you are looking for.

Search Within My Records

As you add more records to your account, use the search function below to select, or filter, those records that appear in the table.

Agency: <input type="text" value="DOS"/>	Record Type: <input type="text" value="--Select--"/>	Record Number: <input type="text" value="AEE-A-15-00605"/>
Start Date: <input type="text" value="11/01/2000"/>	End Date: <input type="text" value="10/29/2015"/>	
Address Line 1: <input type="text"/>		
Unit Type: <input type="text" value="--Select--"/>	Unit No.: <input type="text"/>	
City: <input type="text"/>	County: <input type="text"/>	State: <input type="text"/>
		Zip: <input type="text"/>

[Search Additional Criteria](#)

This search helps you search within your own records.

License record details display. Your record details are in various sections. Click on the triangle to display the details you are interested in viewing.

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Record AEE-A-15-00605: [Add to cart](#) [Add to collection](#)
Esthetics Application

Record Status: In Process

▶ Documentation Requirements

▼ Record Details

Applicant:
 Individual
 Percy Q Jackson
 Birth Date:01/01/1995

Home
 99 Washington Ave
 Albany, NY, 12210-2822
 United States

▶ More Details Click on the triangle in various sections to display details.

▶ Fees

▶ Processing Status

▶ Attachments

▶ Related Records

▶ Education

▶ Examination

NOTE: The same record details are available from your record list by clicking on the record link.

Showing 1-20 of 101 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

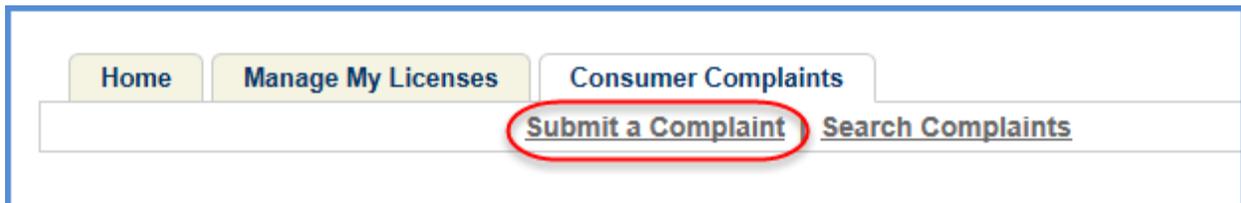
<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	10/06/2015	AEB-A-15-00062	DOS	Appearance Enhancement Business		Received Online	Amendment	

Consumer Complaints

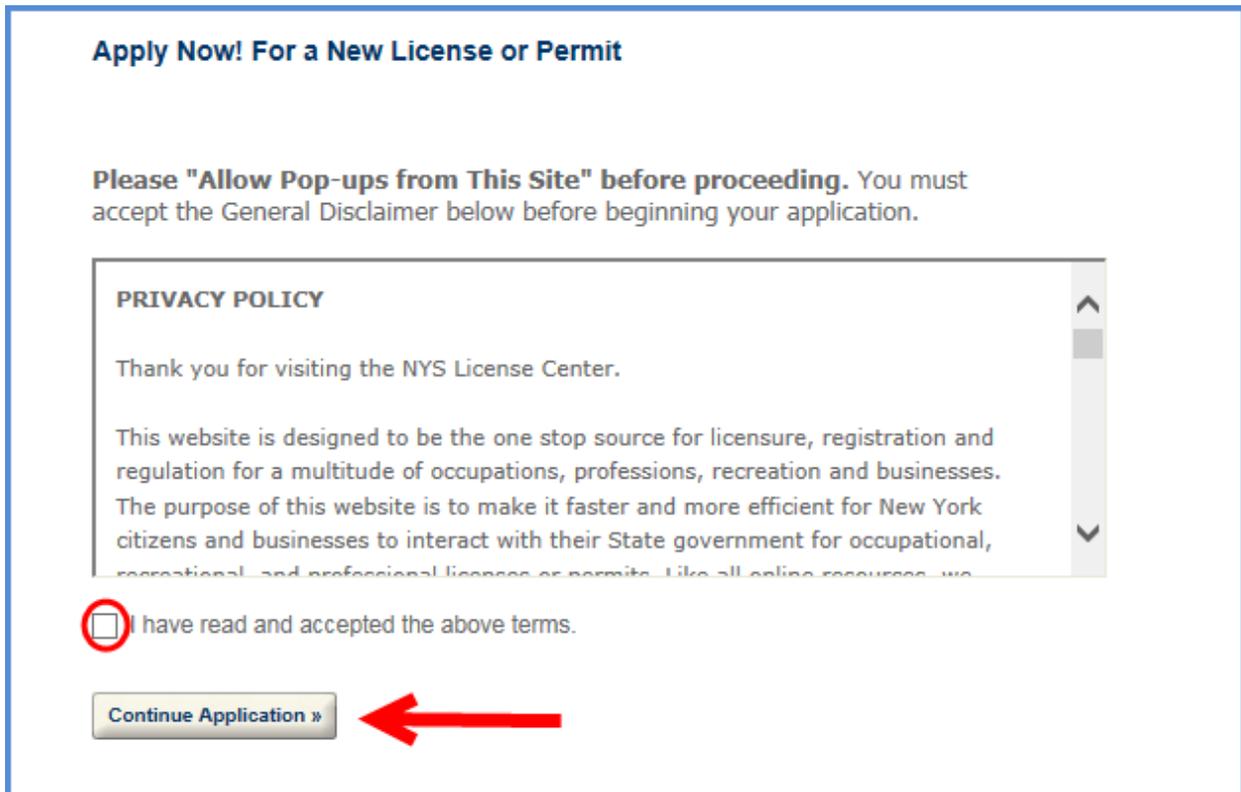
You can file a complaint for an Appearance Enhancement or Barber license holder using the NYS License Center. In order to file a complaint online, you must be logged into your account. If you would like to file a complaint without being logged into the system, you may file a paper complaint by downloading the form from the DOS website:

<http://www.dos.ny.gov/licensing/complaint.html>

Using the 'Consumer Complaints' tab, click on the 'Submit a Complaint' link.



Read and accept the 'Privacy Policy' and then click 'Continue Application'



Select the triangle for 'Department of State' to display available applications. Select the appropriate complaint form and click 'Continue Application.'

Select State

Click the triangle to display Department of State Application options.

- ▶ Agriculture and Markets
- ▼ Department of State
 - Appearance Enhancement - Area Renter Application
 - Appearance Enhancement - Business Application
 - Appearance Enhancement - Nail Specialty Trainee Application
 - Appearance Enhancement Operator - Cosmetology Application
 - Appearance Enhancement Operator - Esthetics Application
 - Appearance Enhancement Operator - Nail Specialty Application
 - Appearance Enhancement Operator - Natural Hair Styling Application
 - Appearance Enhancement Operator - Waxing Application
 - Barber - Apprentice Application
 - Barber - Area Renter Application
 - Barber - Operator Application
 - Barber - Shop Owner Application
 - Consumer Complaint - Appearance Enhancement
 - Consumer Complaint - Barber
 - Shop Owner - Area Renter Affirmation
 - Supervising Barber Affirmation
- ▶ Department of Tax and Finance
- ▶ NYS License Center
- ▶ State Liquor Authority

Continue Application

The complaint form has the same layout as an online application; see 'Apply for a License' for more details. Across the top of the form, you can track where you are in the complaint form.

Click the 'Select from Account' to fill in your data and then 'Continue Complaint'.

Home Manage My Licenses Consumer Complaints

| Search Complaints

Barber Complaint

1 Complaint Details 2 Attach Documents 3 Review 4 Record Issuance

Shows the Step you are currently on

Step 1: Complaint Details > Page 1

If you would like to submit a complaint in a language other than English, please visit our website at http://www.dos.ny.gov/licensing/complaint_links.html for other available options.

* indicates a required field.

Complainant

Enter your contact information below. To save time you can use the Auto-fill option to copy contact information from your registration. If you have multiple contacts associated with this account, select the contact from the drop down list.

Select from Account

Continue Complaint »

Save and resume later:

Once the 'Complainant' contact information has been successfully added click the 'Continue Complaint' button. The option to 'Save and resume later' is available on the bottom of each page.

Barber Complaint

1 Complaint Details 2 Attach Documents 3 Review 4 Record Issuance

Step 1 : Complaint Details > Page 1

If you would like to submit a complaint in a language other than English, please visit our website at http://www.dos.ny.gov/licensing/complaint_links.html for other available options. * indicates a required field.

Complainant

Enter your contact information below. To save time you can use the Auto-fill option to copy contact information from your registration. If you have multiple contacts associated with this account, select the contact from the drop down list.

✓ Contact added successfully. 

Cha Mo
noreply@gmail.com
Home phone:555-555-5555
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Home		28 Dove St. Albany	Actions ▼

[Continue Complaint »](#) [Save and resume later:](#) 

Follow the complaint process filling in the information to the best of your ability. At the completion of your complaint you receive a confirmation message.

1 Review Cart 2 Payment information 3 Receipt/Record issuance

Step 3 : Receipt/Record issuance

Your application(s) has been successfully submitted. Please click on the Home tab to view available menu options.

Confirmation

✓ Your application(s) have been successfully submitted. If fees are associated with your application, click on the Print/View Shopping Cart Receipt button to print/view your Shopping Cart Receipt. To print/view an agency receipt with agency specific data, click on the application link and select view details under the Fees section on next page.

 **DOS**
CMP15-00020 Barber Complaint

You are able to follow the status of your complaint on the 'Consumer Complaints' tab.

Home | **Manage My Licenses** | **Consumer Complaints**

[Submit a Complaint](#) | [Search Complaints](#)

Records

The NYS License Center currently accepts complaints regarding Appearance Enhancement and Barber license holders.
How to register a complaint:

1. Click the Submit a Complaint link just under the Consumer Complaints tab title.
2. When the Privacy Policy displays, click the checkbox next to "I have read and accepted the above terms" and then click the Continue Application button.
3. Scroll down to the Department of State section and select the appropriate checkbox(es): Consumer Complaint - Appearance Enhancement or Consumer Complaint - Barber.
4. Click the Continue Application button at the bottom of the screen.
5. Fill out the questionnaire to the best of your ability.
6. When you have successfully submitted a complaint, you will receive a confirmation message.

SLA applicants may file a complaint by phone or online.

1. Register a Complaint by Phone: If you would like to make a complaint about an establishment or have questions on enforcement issues, please call (518) 474-3114 and select option 2.
2. Register a Complaint Online: If you would like to register an on-line complaint with the Authority you can do so via our Complaint Registration Form. <http://www.trans.abc.state.ny.us/JSP/complaintreg/ComplaintRegistryPage.jsp>.
3. If you need help filling out the form, instructional text can be found on our website: <http://www.sla.ny.gov/register-a-complaint>.

To report suspected tax evasion and fraud, go to the Department of Taxation and Finance website (<http://www.tax.ny.gov/reporttaxfraud.htm>) to file a referral online.

If you have been treated unfairly by a paid tax preparer, go to the Department of Taxation and Finance website (<http://www.tax.ny.gov/tp/cbr/default.htm>) to file a complaint online.

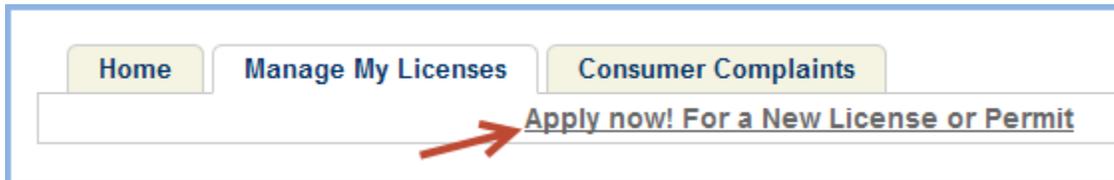
You can track the status of a complaint you have filed by accessing the Consumer Complaints tab and viewing your Records section.

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

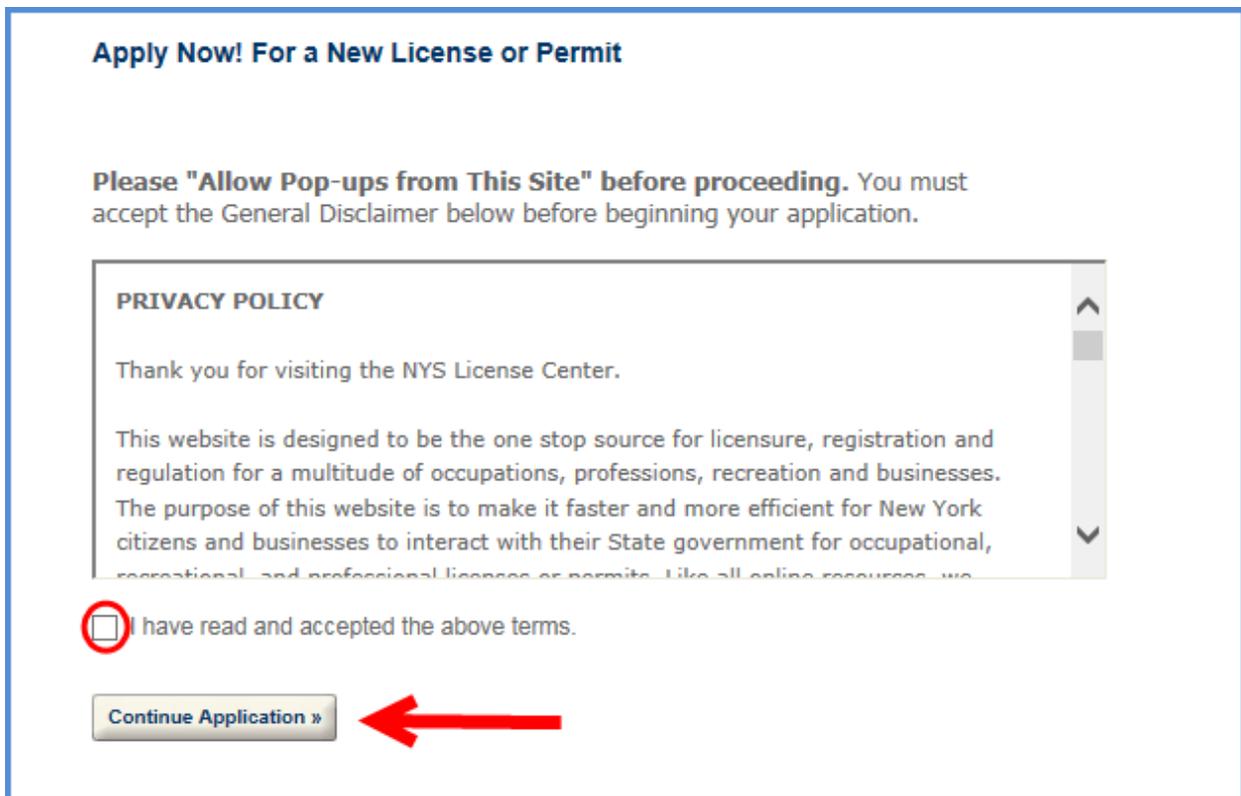
<input type="checkbox"/>	Date	Record Number	Record Type	Agency	Address	Status	Action
<input type="checkbox"/>	10/29/2015	CMP15-00020	Barber Complaint	DOS		Received Online	

Apply for a License

Click on the 'Apply Now! For a New License or Permit' link to apply for a license.



Read the 'Privacy Policy' then click on the 'I have read and accepted the above terms' checkbox. Click 'Continue Application.'



Click the triangle to display the Department of State Application options.

On the 'Select Services' screen, select the Department of State license (or licenses) you are applying for. Then click the 'Continue Application' button.

Select Services

Click the triangle to display Department of State Application options.

- ▶ Agriculture and Markets
- ▼ Department of State
 - Appearance Enhancement - Area Renter Application
 - Appearance Enhancement - Business Application
 - Appearance Enhancement - Nail Specialty Trainee Application
 - Appearance Enhancement Operator - Cosmetology Application
 - Appearance Enhancement Operator - Esthetics Application
 - Appearance Enhancement Operator - Nail Specialty Application
 - Appearance Enhancement Operator - Natural Hair Styling Application
 - Appearance Enhancement Operator - Waxing Application
 - Barber - Apprentice Application
 - Barber - Area Renter Application
 - Barber - Operator Application
 - Barber - Shop Owner Application
 - Consumer Complaint - Appearance Enhancement
 - Consumer Complaint - Barber
 - Shop Owner - Area Renter Affirmation
 - Supervising Barber Affirmation
- ▶ Department of Tax and Finance
- ▶ NYS License Center
- ▶ State Liquor Authority

←

You are presented with the first step in the application process. Across the top of the application you are able to view which step you are currently on in the application process.

Click the 'Select from Account' button to add your 'Applicant' information.

Note: If you have not added your contact information through Account Management you will need to complete additional steps, proceed to page 39.

Cosmetology Application

1 Apply 2 Attach Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 1 : Apply > Page 1

For additional licensing information, please visit our website at www.dos.ny.gov/licensing.

If your license status is 'expired' you should NOT submit a new application, you should register for an account and claim your record and renew your existing license. Instructions can be found at www.dos.ny.gov/licensing/lc-instructions.html . Do not submit a new application.

* indicates a required field.

Applicant

Select the "Select from Account" option to access your existing contacts from your Account Management

Complete the required fields on the Contact Information page.
Follow instructional text to add the contact address(es) for this Contact

Select from Account

Continue Application »

Save and resume later:

You will see this section when applying for an Appearance Enhancement or Barber business. After completing the 'Applicant' section you will be required to add your Business contact information.

Business

Enter your contact information below.

Select the "Add New" option to add a New Contact to this application and to your Account Management.

Complete the minimum required fields on the Contact Information page.

Follow instructional text to add the contact address(es) for this Contact

Add New

Continue Application »

Save and resume later:

When applying for a Business, select 'Add New' to create the Business contact.

The 'Select Contact from Account' screen will display, click 'Continue' and a message will display indicating your contact was added successfully.

Select Contact from Account

Charee Hendricks
Applicant

Select contact addresses for this contact to attach to the record.
Required contact address type(s):Home

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Home		123 1st St, Albany

Continue [Discard Changes](#)

Note: After you have submitted one Appearance Enhancement or Barber License the 'Select from Contact' screen displays when/if submitting subsequent applications. This screen is for informational purposes only, please select 'Save and Close' to continue the application process.

Select from Contact X

Select the contact you want to apply for license or certify, and then select the contact's education, examination and continuing education data you want to use in the application.

Cynthia Fix
Applicant

Education

Showing 1-1 of 1

<input type="checkbox"/>	Provider Name	Provider Number	Major Discipline	Degree	Year Joined	Year Graduated
<input type="checkbox"/>	ACADEMY OF COSMETOLOGY & ESTHETICS, NYC	200005	33127 - Cosmetology			07/2015

Examination

Showing 0-0 of 0

Examination Name	Required	Provider Name	Provider Number	Examination Date	Final Score
No records found.					

Continuing Education

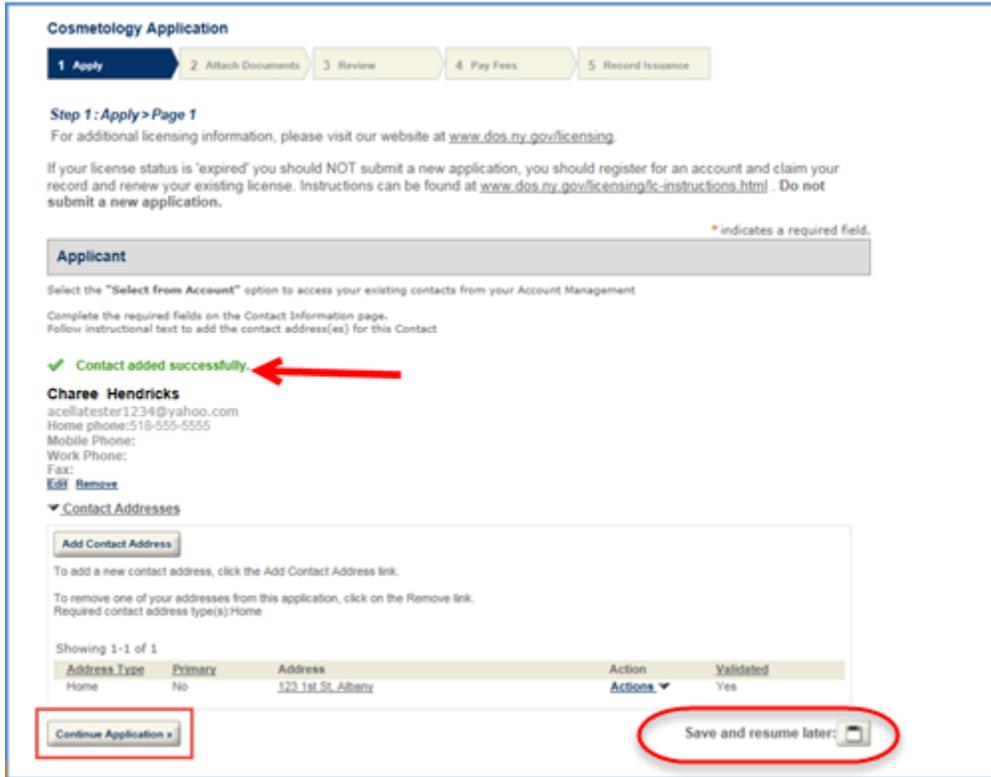
Showing 0-0 of 0

Continuing Education Name	Required	Provider Name	Provider Number	Class	Completed Hours	Final Score
No records found.						

Save and Close [Cancel](#)

At the bottom of every screen is the 'Save and resume later' button. At any point in time you may click this button and exit your application. The application is saved and you may continue it at your convenience.

After the applicant information is completed select 'Continue Application', and proceed to page 43.



Cosmetology Application

1 Apply 2 Attach Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Apply > Page 1

For additional licensing information, please visit our website at www.dos.ny.gov/licensing.

If your license status is 'expired' you should NOT submit a new application, you should register for an account and claim your record and renew your existing license. Instructions can be found at www.dos.ny.gov/licensing/lc-instructions.html. Do not submit a new application.

* indicates a required field.

Applicant

Select the "Select from Account" option to access your existing contacts from your Account Management

Complete the required fields on the Contact Information page.
Follow instructional text to add the contact address(es) for this Contact

✔ Contact added successfully. ←

Charee Hendricks
acellatester1234@yahoo.com
Home phone:519-555-5555
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Contact Address](#)

To add a new contact address, click the Add Contact Address link.

To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Home

Showing 1-1 of 1

Address Type	Primary	Address	Action	Validated
Home	No	123 1st St, Albany	Actions ▼	Yes

[Continue Application](#) [Save and resume later:](#)

Note: Follow these steps if you have not added your contact information in Account Management.

Cosmetology Application

1 Apply 2 Attach Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Apply > Page 1
For additional licensing information, please visit our website at www.dos.ny.gov/licensing.

If your license status is 'expired' you should NOT submit a new application, you should register for an account and claim your record and renew your existing license. Instructions can be found at www.dos.ny.gov/licensing/lc-instructions.html . **Do not submit a new application.**

* indicates a required field.

Applicant

Select the "Select from Account" option to access your existing contacts from your Account Management

Complete the required fields on the Contact Information page.
Follow instructional text to add the contact address(es) for this Contact

Save and resume later:

The 'Select Contact from Account' screen will display. Check the radio button for the contact name and click 'Continue'.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/>	Associated Contact Individual	Charee Hendricks2
<input type="radio"/>	Associated Contact Individual	Charee Hendricks

[Discard Changes](#)

All fields with an asterisk (*) are required fields. You will not be able to continue until all required fields are completed.

Your 'Contact Information' defaults with the information you entered when you created your account. Complete all required fields and then select 'Add Contact Address' to add your contact address information.

Contact Information

* First: Charee Middle: Hendricks2 * Last: Suffix:

Daytime Phone: 518-555-5555 E-mail: noreply@gmail.com

* Birth Date: 07/25/1977 * SSN: 255-25-9998

▼ Contact Addresses

Add Contact Address

To add a new contact address, click the Add Contact Address link.

To remove one of your addresses from this application, click on the Remove link.

Required contact address type(s): Home

Showing 0-0 of 0

Address Type	Primary	Address	Action	Validated
No records found.				

Continue Discard Changes

Note: Applicant must provide a 'Home' contact address.

Contact Address Information

* Address Type: Home

* Address Line 1: 123 First St.

* City: Albany * State: NY * ZIP Code: 12210- * Country/Region: United States

* County: Albany

Save and Close Save and Add Another Clear Discard Changes

Click the radio button if your address displays, if you address does not display select the 'Add not valid address' link.

Matching Address Results ✕

▼ Contact Addresses

Showing 1-1 of 1

<u>Street Name</u>	<u>Address Line 1</u>	<u>Address Line 2</u>	<u>County</u>	<u>Co</u>
<input checked="" type="radio"/> 1st	123 1st St		Albany	Un

< >

[Add not valid address](#)

A message will display indicating your contact address was successfully added, click 'Continue'.

Contact Information

* First: Middle: * Last: Suffix:

Daytime Phone: E-mail:

* Birth Date: * SSN:

▼ Contact Addresses

Add Contact Address

To add a new contact address, click the Add Contact Address link.

To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s): Home

✓ **Contact address added successfully.** ←

Showing 1-1 of 1

Address Type	Primary	Address	Action	Validated
Home	No	123 1st St, Albany	Actions ▼	Yes

[Discard Changes](#)

At the bottom of every screen is the 'Save and resume later' button. At any point in time you may click this button and exit your application. The application is saved and you may continue it at your convenience.

Once the 'Applicant' data is complete click 'Continue Application.'

Cosmetology Application

1 Apply 2 Attach Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Apply > Page 1

For additional licensing information, please visit our website at www.dos.ny.gov/licensing.

If your license status is 'expired' you should NOT submit a new application, you should register for an account and claim your record and renew your existing license. Instructions can be found at www.dos.ny.gov/licensing/lc-instructions.html . Do not submit a new application.

* indicates a required field.

Applicant

Select the "Select from Account" option to access your existing contacts from your Account Management

Complete the required fields on the Contact Information page.
Follow instructional text to add the contact address(es) for this Contact

✔ Contact added successfully.

Charee Hendricks2
noreply@gmail.com
Home phone:518-555-5555
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Contact Address

To add a new contact address, click the Add Contact Address link.

To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Home

Showing 1-1 of 1

Address Type	Primary	Address	Action	Validated
Home	No	123 1st St. Albany	Actions ▼	Yes

Continue Application » **Save and resume later: [icon]**

The second page requires you to select your qualifications for applying for a license, if you are also applying for a temporary license, and if you need Special Testing Arrangements.

Complete the 'General Information' portion of the application then click 'Continue Application.'

Cosmetology Application

1 Apply 2 Attach Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Apply > Page 2 * indicates a required field.

Application Information

GENERAL INFORMATION

* I am applying for licensure (\$40 application fee required) based on:

I am applying for a temporary license (requires an additional \$10 fee) so I can practice while taking the New York State Exams: *

Special Testing Arrangements Required: *

Yes No

Yes No

Education Outside of New York State
Endorsement/Reciprocity
Experience: 5 Years Outside of New York State
New York State Education and Examinations
Previous New York State Appearance Enhancement Licensure

Continue Application » Save and resume later:

The next screen is where you start to enter your school information. Depending on the basis for your application you are required to document your education.

Select 'Add New' to add your education information.

 **System Message:**
You are required based on your application method of Education to submit your education details below.

Cosmetology Application

1 Apply 2 Attach Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 1 : Apply > Page 3 * indicates a required field.

Education

Instruction: Enter the curriculum number from your school certificate in the Course Discipline field or click the icon next to this field to select your curriculum number from a drop down menu. Then click on the icon next to the School Name field to select your school.

NOTE: You must click the Save Education button to save your information, before clicking the Continue button.

Add New

Education List

Showing 0-0 of 0

School Name	Course Discipline	Course Completed	Action
No records found.			

Continue Application » Save and resume later: 

When applying based on 'NYS Education and Examinations' you select your course curriculum, enter your completion date, choose your school, and the remaining data is auto-populated.

- The 'Course Discipline'
- Your 'School Name'
- Your 'Completion Date'

The screenshot shows the 'Education Information' form with several callouts:

- A callout pointing to the 'Course Discipline' dropdown menu: "Use menu to select the course description from your school certificate."
- A callout pointing to the 'Completion Date (MM/YYYY)' field: "MM/YYYY"
- A callout pointing to the 'School Name' field: "Your school populates automatically in the menu based on your course description, select your school and the other fields populate."
- A callout pointing to the 'Save and Close' button: "You MUST select 'Save and Close' to save your Education Information."

The form includes fields for: * Course Discipline, * Completion Date (MM/YYYY), * School Name, Provider Number, Address 1, Address 2, City, State (dropdown), Zip Code, Country (dropdown), Phone Number, and Fax. At the bottom are 'Save and Close' and 'Cancel' buttons.

Click 'Save and Close' to save the data you have entered. A message displays indicating that your data is entered successfully. You have the opportunity to edit or delete this schooling information by selecting the 'Actions' drop down menu.

The screenshot shows the 'Education List' with a green checkmark and the message "Education updated successfully." Below the message, it says "Showing 1-1 of 1".

School Name	Course Discipline	Course Completed	Action
DOS SAMPLE AE/BARBER SCHOOL	33000 - COSMETOLOGY DOS SAMPLE	07/2015	Actions ▾

At the bottom of the list is a 'Continue Application »' button.

You may add additional schooling as needed. Don't forget to 'Save and Close' for each school added.

Click 'Continue Application' when you are done.

The fourth page requires you to complete your 'Health Certification' data, 'Application Affirmation,' and 'Voter Registration.'

Please note there are specific requirements regarding the 'Health Certification' form. Please read the note associated with this section of the application.

When you have completed this page, click the 'Continue Application' button.

Cosmetology Application

1 Apply 2 Attach Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Apply > Page 4 * indicates a required field.

Application Information

HEALTH CERTIFICATION

Please note: This completed Health Certification Form is subject to audit by an investigator to ensure compliance with this requirement. Evidence of this form must be maintained on your work premises for audit purpose for three (3) years. You need to be examined by a physician, physician's assistant or nurse practitioner to apply for a license in Cosmetology, Esthetics, Nail Specialty, Natural Hair Styling or Waxing. Your physician, physician's assistant or nurse practitioner must complete and date the Health Certification Form (Form #1948). You must apply online for your application within 30 days after the certification is signed and dated. You will be required to enter information from this form into the below fields.

* Health Examination Date: 

* Physician Name:

* Physician Address:

CHILD SUPPORT STATEMENT

By selecting the applicant affirmation on this application, I certify that as of the date of this application, I am not under an obligation to pay child support OR if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support, or I am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.:

APPLICANT AFFIRMATION

* I affirm, under the penalties of perjury, that the statements made in this application are true and correct. I further affirm that I have read and understand the provisions of Article 27 of the General Business Law and the rules and regulations promulgated thereunder:

VOTER REGISTRATION

* Would you like to register to Vote?:

Save and resume later: 

The second part of the application is where you attach any documentation needed to review and approve your application. The system will advise you of the documentation you need to provide.

Cosmetology Application

1 Apply 2 **Attach Documents** 3 Review 4 Pay Fees 5 Record Issuance

Step 2: Attach Documents > Documentation

System Requirements:

You must have Microsoft Silverlight installed on your computer in order to upload documents. If you need to install this product now, please be sure to save your application and log out of the NYS License Center. You may be required to close your browser and restart your computer. [Microsoft Silverlight may be downloaded here.](#)

Click on 'Upload Documentation' to add the appropriate document(s) for your license or permit.

* indicates a required field.

Documentation

No documentation has been identified that requires upload, please click Continue below to proceed.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Upload Documentation

Continue Application » Save and resume later:

This section is showing that no documentation is required for this particular scenario. Please see the section 'Documentation and NYS Education and Exams' for further instruction on when you are required to provide documentation based on NYS education and examinations and for step-by-step instructions on how to attach and save documentation.

The next screen is your review page. Review your answers. If updates are needed, click on the 'Edit' button to return to that specific section of the application to change your answers. When all your information is correct, click the 'Continue Application' button.

Cosmetology Application

1 Apply 2 Attach Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 3: Review

Continue Application » Save and resume later:

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Cosmetology Application

Applicant Edit

Individual
Cha Mo
Birth Date: 09/28/1977
092-81-9771

Daytime Phone: 555-555-5555
E-mail: noreply@gmail.com

Continue Application » Save and resume later:

You are now able to pay for your license. Review the payment information and if ready to pay, click the 'Check Out' button. Should you need to pay later click the 'Continue Shopping' button and resume your application at your convenience.

Cosmetology Application

1 Apply → 2 Attach Documents → 3 Review → 4 **Pay Fees** → 5 Record Issuance

Step 4 : Pay Fees

Listed below are the preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Initial Application Fee	1	\$40.00
Six Month Temporary License Fee	1	\$10.00

TOTAL FEES
Note: This does not include additional fees which may be assessed later.

\$50.00

Follow the payment screens to continue your payment process. At any point you should decide to hold off on payment, your temporary application is found in your 'Cart.'

Once your payment has been accepted a 'Receipt/Record issuance' screen is displayed. Should you have documentation required for your application; this page displays the documentation required.

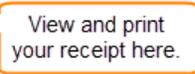
The option to view and print your receipt is available from this confirmation page.

Step 3: Receipt/Record issuance
Your application(s) has been successfully submitted. Please click on the Home tab to view available menu options.

Confirmation

Your application(s) have been successfully submitted. If fees are associated with your application, click on the Print/View Shopping Cart Receipt button to print/view your Shopping Cart Receipt. To print/view an agency receipt with agency specific data, click on the application link and select view details under the Fees section on next page.

[Print/View Shopping Cart Receipt](#)



 **DOS**
AEC-A-15-00680 Cosmetology Application

 This record was locked by REQUIREMENT on 11/02/2015.
Condition: Reciprocity/Endorsement Documentation Severity: Required
Total Conditions: 1 (Required: 1)

[View additional details](#)

[Print/View Shopping Cart Receipt](#)

<http://licensecenter.ny.gov>
Harriman State Campus Building 4
1220 Washington Ave
Albany, NY 12226

SALES RECEIPT

Date: 12/27/2013 Time: 10:44:46 AM

Customer: Jenn Jill James

Payment Method	Payment Confirmation Number
Credit Card	1388159070788

** Note: If you used a credit card, your statement will show a charge from NYS e-Licensing.*

Item Number	Issuing Agency	Application Number	Item Name	Fee Item	Fee
1083535	DOS	AEC-A-13-00703	Cosmetology Application	Initial Application Fee	\$40.00
1083536	DOS	AEC-A-13-00703	Cosmetology Application	Six Month Temporary License Fee	\$10.00

Total Fees
\$50.00

Once received, your application(s) will be processed according to the policies and regulations of the issuing agency. Please log into your account at <http://licensecenter.ny.gov> to check the status of your purchase(s) at any time.

To request a refund, please contact the issuing agency directly for information on their refund policies.

If you did not make or authorize this purchase, please contact The NYS License Center immediately.

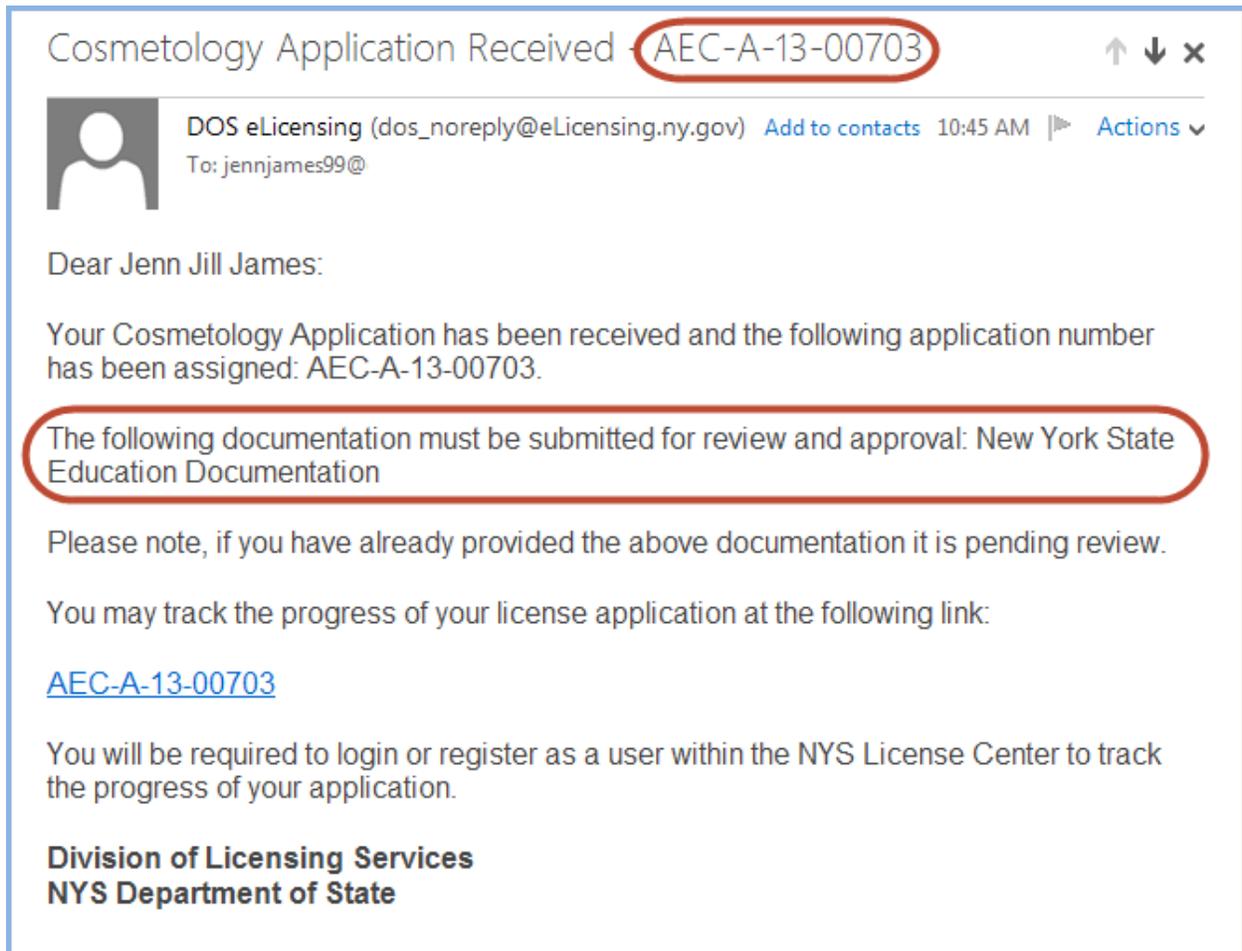
NYS License Center representatives are available Monday through Friday between 8:30 am and 4:30 pm EST at (518) 453-8130, with the exception of state observed holidays.

Thank you for your purchase!

You are also able to view your receipt by selecting your record from the 'Permit/License History' tab and scrolling down to the 'Fees' section. Click on the triangle to open the 'Fees' section and click on the 'View Details' link associated with the fee.

You are also sent an email confirmation with your license/record number, a statement of any documentation you must provide, and a link where you may track the progress of your application.

The text in the email you receive will be different than the text provided here.



Cosmetology Application Received **AEC-A-13-00703** ↑ ↓ ×

 DOS eLicensing (dos_noreply@eLicensing.ny.gov) [Add to contacts](#) 10:45 AM |▶ [Actions](#) ▾
To: jennjames99@

Dear Jenn Jill James:

Your Cosmetology Application has been received and the following application number has been assigned: AEC-A-13-00703.

The following documentation must be submitted for review and approval: New York State Education Documentation

Please note, if you have already provided the above documentation it is pending review.

You may track the progress of your license application at the following link:

[AEC-A-13-00703](#)

You will be required to login or register as a user within the NYS License Center to track the progress of your application.

**Division of Licensing Services
NYS Department of State**

Attach a Document

If you need to attach documentation for any reason, NYS License Center prompts you during the application process.

Any documentation required for the completion of your application is listed in 'Step 2: Attach Documents > Documentation' under the 'Documentation' section.

Click the 'Upload Documentation' button.

The 'Select from Account' option can be used if you have previously uploaded the required documentation and saved it in your account.

1 Apply 2 **Attach Documents** 3 Review 4 Pay Fees 5 Record Issuance

Step 2: Attach Documents > Documentation

System Requirements:

You must have Microsoft Silverlight installed on your computer in order to upload documents. If you need to install this product now, please be sure to save your application and log out of the NYS License Center. You may be required to close your browser and restart your computer. [Microsoft Silverlight may be downloaded here.](#)

Click on 'Upload Documentation' to add the appropriate document(s) for your license or permit.

* indicates a required field.

Documentation

The following documents are required based on the information you have provided:

- Reciprocity/Endorsement Documentation:** Acceptable documentation includes: Certification of Licensure

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

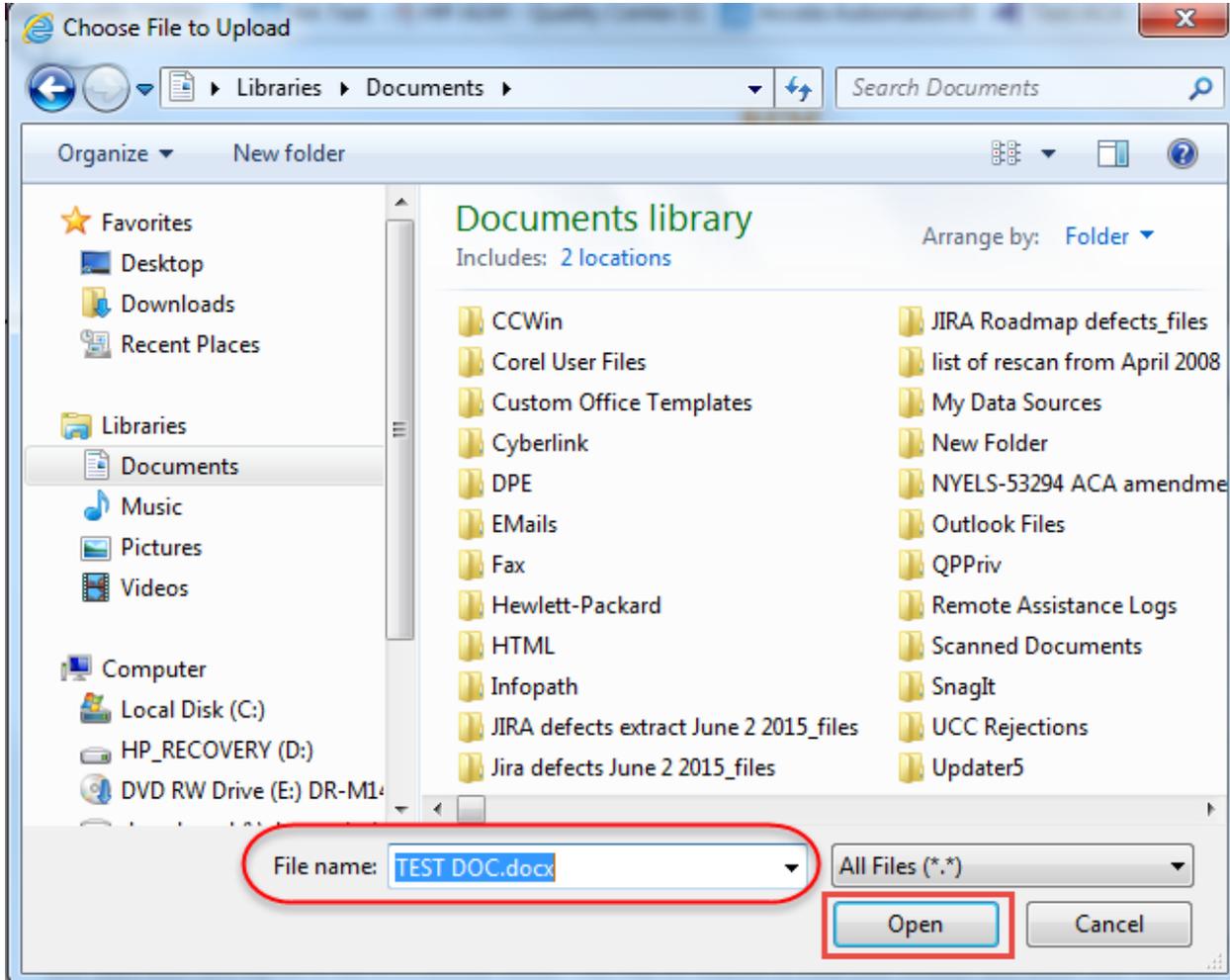
Name	Type	Size	Latest Update	Action
No records found.				

Select from Account **Upload Documentation**

Continue Application »

Save and resume later:

Navigate to the area your documents are saved, select the document you wish to attach, and click the 'Open' button.



The file you opened is displayed in the file upload screen. To add more files, click 'Upload Documentation.', to remove individual files click the 'Remove' link, to remove all files you have added click the 'Remove All' button. When you are done adding files, you MUST click the 'Save Documentation' before you click 'Continue Application.'

The screenshot shows a file upload interface. At the top left, a dropdown menu labeled '* Type:' is set to 'Reciprocity/Endorsement Document'. Below it, the file name 'TEST DOC.docx' is shown with a progress bar at 100%. A callout box points to the file name with the text 'Uploaded file appears here'. To the right, a yellow 'Remove' button is highlighted with a callout box stating 'This option allows you to remove individual files'. Below the file information is a text area for 'Description:' containing 'Reciprocity Documentation'. Underneath is a dropdown menu for 'Also Attach To' set to '--Select--'. At the bottom, there are four buttons: 'Save Documentation' (circled in red), 'Select from Account', 'Upload Documentation', and 'Remove All'. A red arrow points to the 'Continue Application »' button. On the far right, there is a 'Save and resume later:' option with a floppy disk icon.

Once you have saved your documentation, the document and its details display. Use the 'Actions' link to view details or delete your document. To add additional documentation click the 'Upload Documentation' button. Once you are done adding documents, click the 'Continue Application' button.

If you previously uploaded the required documentation to your NY License Center account you can 'Select from Account'.

The screenshot shows a 'Documentation' page with a header bar. Below the header, it states 'The following documents are required based on the information you have provided:'. A list item reads '1. Reciprocity/Endorsement Documentation: Acceptable documentation includes: Certification of Licensure'. A note below says 'NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.' Another note states 'The maximum file size allowed is 15 MB. html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.' Below this is a table with columns: Name, Type, Size, Latest Update, and Action. The table contains one row for 'TEST DOC.docx' with type 'Reciprocity/Endorsement Documentation', size '11.24 KB', and latest update '11/02/2015'. The 'Action' column has a dropdown menu labeled 'Actions' circled in red. Below the table are buttons for 'Select from Account', 'Upload Documentation', and 'Continue Application »'. On the right, there is a 'Save and resume later:' option with a floppy disk icon. A small asterisk note in the top right corner says '* indicates a required field.'

Name	Type	Size	Latest Update	Action
TEST DOC.docx	Reciprocity/Endorsement Documentation	11.24 KB	11/02/2015	Actions

Save and Resume

At any point in time during your application process, you may use the 'Save and Resume later' button to stop your application without losing your information.



When you use the 'save and resume later' you receive a confirmation that you have saved your application. The application is saved with a Temporary application number and is displayed in your 'Records' list.



You are able to continue your application on the 'Manage My Licenses' tab by clicking on the 'Resume Application' link associated with your temp record.



<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/02/2015	15TMP-001667	DOS	Cosmetology Application			Resume Application	

A screenshot of a table with a red arrow pointing to the "Resume Application" link in the "Action" column of the first row. Above the table, there are links for "Showing 1-20 of 104 | Download results | Add to collection | Add to cart".

You are able to review the data you already entered into the application and continue the application as necessary.

Documentation and NYS Education and Exams

If your school is currently participating with the NYS Department of State to complete auto-verification of your education, you will see this screen, indicating that you do not have to provide your schooling information and documentation.

You may still need to provide documentation for other reasons.

Cosmetology Application

1 Apply 2 **Attach Documents** 3 Review 4 Pay Fees 5 Record Issuance

Step 2 : Attach Documents > Documentation

System Requirements:

You must have Microsoft Silverlight installed on your computer in order to upload documents. If you need to install this product now, please be sure to save your application and log out of the NYS License Center. You may be required to close your browser and restart your computer. [Microsoft Silverlight may be downloaded here.](#)

Click on 'Upload Documentation' to add the appropriate document(s) for your license or permit.

* indicates a required field.

Documentation

No documentation has been identified that requires upload, please click Continue below to proceed.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Upload Documentation

Continue Application »

Save and resume later: 

If your school is not participating with the NYS Department of State auto-verification program, you are required to submit the paper affirmation from your school.

Cosmetology Application

1 Apply 2 **Attach Documents** 3 Review 4 Pay Fees 5 Record Issuance

Step 2 : Attach Documents > Documentation

System Requirements:

You must have Microsoft Silverlight installed on your computer in order to upload documents. If you need to install this product now, please be sure to save your application and log out of the NYS License Center. You may be required to close your browser and restart your computer. [Microsoft Silverlight may be downloaded here.](#)

Click on 'Upload Documentation' to add the appropriate document(s) for your license or permit.

* indicates a required field.

Documentation

The following documents are required based on the information you have provided:

- New York State Education Documentation:** Acceptable documentation includes: School Affirmation, Other supporting documentation - such as Letter from Education Department (closed school).

The School Affirmation is the portion of our application provided by your school that contains required verification information.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Upload Documentation

Continue Application »

Save and resume later: 

Exams and Your License

Once your application is approved you receive an email notifying you that you may now schedule your exams. You log into your NY License Center account to schedule your examinations.

****Please Note:** If you have indicated that you require special testing arrangements, you are contacted by a representative from the Division of Licensing Services to have your examinations scheduled for you.

Once on your 'Records' list your application shows the status 'Eligible for Exam.' Click the 'Record Number' link to open the record details.

<input type="checkbox"/>	<u>Date Opened</u>	<u>Record Number</u>	<u>Agency</u>	<u>Record Type</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Action</u>	<u>Description</u>
<input type="checkbox"/>	11/02/2015	AEC-A-15-00681	DOS	Cosmetology Application		Eligible for Exam	Amendment	

The record details display. Scroll down until you see 'Examinations' and click on the triangle.

Record AEC-A-15-00681:
Cosmetology Application

[Add to cart](#) [Add to collection](#)

Record Status: Eligible for Exam

▼ **Record Details**

Applicant:
Individual
Somebody Else
Birth Date:07/25/1980
noreply@accela.com
Home
1540 Nowhere St.
Albany, NY, 12203
United States

► **More Details**
[Create Amendment](#)

► **Fees**

► **Processing Status**

► **Attachments**

► **Related Records**

► **Education**

► **Examination**

Click the triangle to open the 'Examination' details.

You are able to view an exam you have scheduled or completed. Click the 'Schedule an Examination' link.

Schedule an Examination

Pending
There are no pending examinations for this record.

Ready to Schedule

Scheduled
There are no scheduled examinations for this record.

Completed
There are no completed examinations for this record.

Click the 'Schedule an Examination' link

Select the exam you are scheduling and click 'Continue.'

Schedule an Examination ✕

Please review the [examination scheduling policy](#) on the New York Department of State website before moving forward. In addition, [Appearance Enhancement written and practical examination procedures and supply lists](#) (click on your license type), as well as [Barber practical examination procedures and supply lists](#), are available on the New York Department of State website.

Available Examinations (10)

- COS PRAC SPECIAL TEST
- Cos Test Japanese Language Written Exam
- COS WRITTEN SPEC TEST
- COSMETOLOGY CHINESE WRITTEN EXAM
- COSMETOLOGY ENGLISH WRITTEN EXAM
- COSMETOLOGY JAPANESE WRITTEN EXAM
- COSMETOLOGY KOREAN WRITTEN EXAM
- COSMETOLOGY PRACTICAL EXAM
- COSMETOLOGY RUSSIAN WRITTEN EXAM
- COSMETOLOGY SPANISH WRITTEN EXAM

[Cancel](#)

Fill out search criteria as needed to find the exam in your area. Select your exam and click 'Continue.'

Schedule an Examination
Available Schedule Options for COSMETOLOGY ENGLISH WRITTEN EXAM

Provider: City: State:

From (date): To (date):

Showing 1-10 of 42

Provider	Fee	Date	Weekday	Start Time	End Time	Examination Site
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	11/11/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	11/18/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	11/25/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/02/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/09/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/16/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/23/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	12/30/2015	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	01/06/2016	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122
<input type="radio"/> DOS WRITTEN EXAMS	\$15.00	01/13/2016	Wednesday	09:00 AM	11:00 AM	ALBANY (CC) Alfred E Smith State South Swan Street, Albany NY 122

< Prev 1 2 3 4 5 Next >

[Back](#) [Cancel](#)

Click 'Next' to view for more scheduling options.

Confirm your examination information. You are charged an examination fee to be paid at the time the exam is scheduled. To complete the scheduling of your exam, click the 'Pay Now' button and follow the payment process.

Schedule an Examination X

BEFORE YOU CLICK THE "PAY NOW" BUTTON, please review the information below to confirm that you are scheduling the desired examination and that the Date/Time and Location are correct. If any of the information below is not correct OR if you would like to change your selection you MUST click the "Back" button. If you have decided not to schedule an examination at this time, you MUST click the "Cancel" button.

ONCE YOU CLICK THE "PAY NOW" BUTTON, YOU WILL BE CHARGED FOR THAT EXAMINATION. IN ADDITION, IN ORDER TO RESERVE YOUR SEAT, YOU MUST PAY THE EXAM FEE AT THE TIME IT IS SCHEDULED.

Examination: COSMETOLOGY ENGLISH WRITTEN EXAM
Provider: DOS WRITTEN EXAMS
Time: 11/18/2015 Wednesday 09:00 AM ~ 11:00 AM
Supported Languages: English
Location: ALBANY (CC) Alfred E Smith State Office Building 80 South Swan Street, Albany NY 12239
Available Seats: 2
Accessibility:  Yes

Fees	Amount
Written Exam Fee	\$15.00
TOTAL FEES	\$15.00

Instructions:

Accessibility:
Wheelchair access is available at the Washington Avenue entrance.

Driving Directions:
Located at the corner of Washington Avenue and South Swan Street. Visitors are encouraged to park in the private lots within walking distance to the building. Limited metered street parking may also be available. Entrances to the building are available on Washington Avenue, South Swan Street and State Street.

[Back](#) [Cancel](#)

Your first temporary license is activated while you schedule and take your exams. You must pass either the practical or written exam in order to renew your temporary license. Once you pass both the written and practical exams your operator license is automatically issued.