

License Center Amendments Guide

Contents

Introduction and Basic Steps	1
Address Change Amendment Contact Information Change Amendment	3
Name Change AmendmentAccess an Amendment	21
	26

Introduction and Basic Steps

Amendments are changes made to your records or your personal information. Amendments may be specific to a particular license or general. For example, if you have a Barber Apprentice license and you need to change your supervising barber that amendment is only found on the Barber Apprentice license.

Examples of general amendments are:

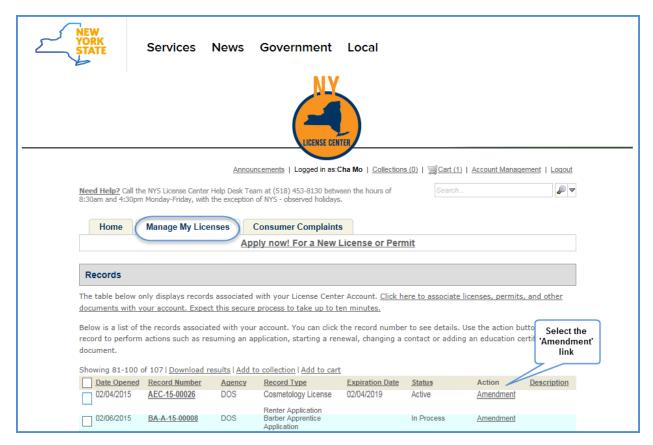
- Address Change Amendment
- Contact Change Amendment
 - o Social Security Number
 - o Date of Birth
 - o Email address
 - o Phone number
- Duplicate License Amendment
- Name Change Amendment

IMPORTANT NOTE:

It is required that all your active licenses have up to date information. If you make a general address/name change, you must make this change to all active licenses.

This guide walks you through each of these general amendments to assist you in keeping your license as current as possible.

Login to your License Center account, and select the 'Manage My Licenses' tab. Under the 'Action' column, select the 'Amendment' link.



Select the change you would like to make by clicking in the circle of choice and click the 'Continue Application' button.



Address Change Amendment

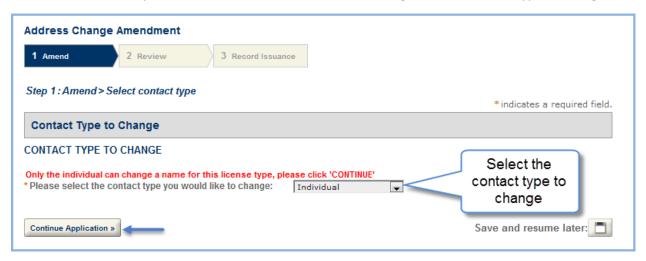
Login to your License Center account, and select the 'Manage My Licenses' tab. Under the 'Action' column, select the 'Amendment' link.

Select the 'Address Change Amendment' circle and click 'Continue Application.'



The first step is to select the contact type you would like to change with this amendment. For individual license, this defaults to 'Individual' and you are unable to change it.

For business licenses, you are able to select the 'Individual' or 'Organization' contact type to change.

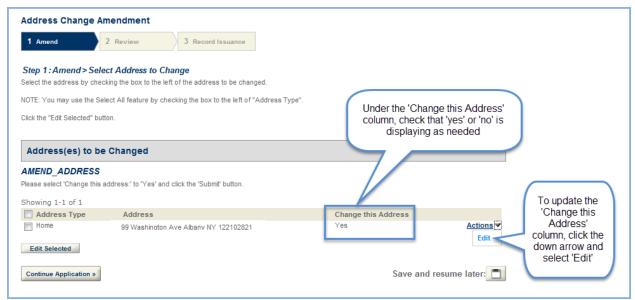


On the 'AMEND_ADDRESS' screen, you must select the address you intend to change.

NOTE: If you have more than one address, they display in rows here.

If you have more than one address it is especially important to indicate the address you are changing on the 'Change this Address' column.

The 'Change this Address' column defaults to 'Yes.' If you need to change this default, click the down arrow next to 'Actions' and select 'Edit'.

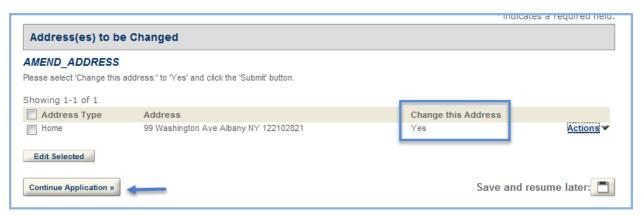


A separate popup displays with the ability to check 'yes' or 'no' to change the address. Select the appropriate option and click 'Submit.'

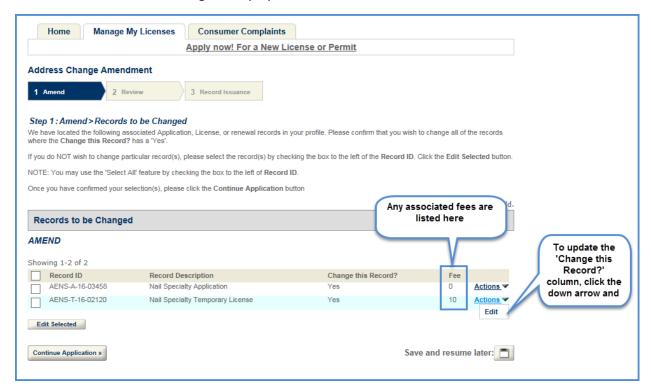
All addresses display in rows, you need to set 'yes' or 'no' for each address.



Verify the 'Change this Address' column is correct and 'edit' again if necessary. Then click 'Continue Application.'



The next screen allows you to select the records you would like to change with this amendment. If there is a fee associated to that change, it displays here.



The 'Change this Record?' column defaults to 'Yes.' If you need to change this default, click the down arrow next to 'Actions' and select 'Edit.'

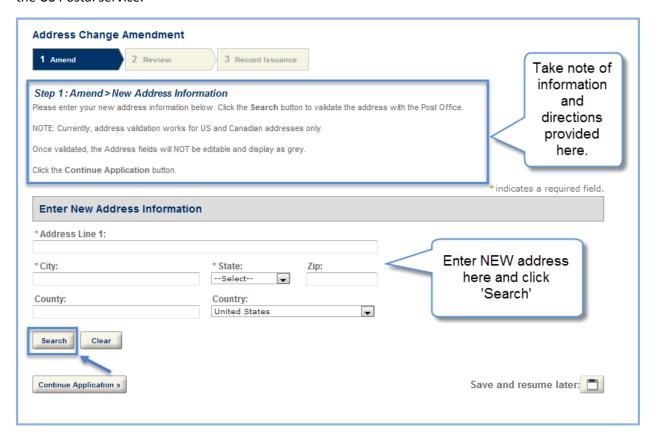


A separate popup displays with the ability to check 'yes' or 'no' to change the record. Select the appropriate option and click 'Submit.'



On the 'Enter New Address Information' screen, take note of the information and directions at the beginning. These may update over time and will help you process this amendment correctly.

Enter your new address and click the 'Search' button. This search button validates the address against the US Postal service.



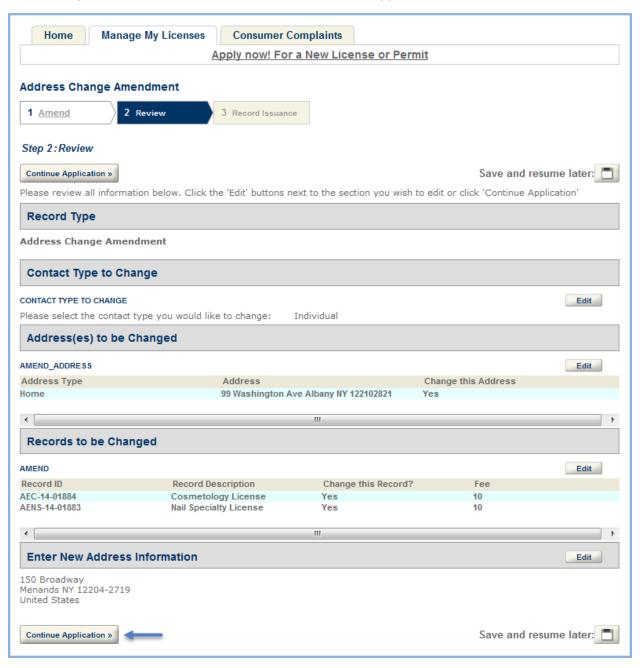
Verify that the validated address is correct. If the address is NOT correct, click the 'Clear' button, reenter the address and click 'Continue Application' without using the 'Search' button.

If the address cannot be validated, the search provides a list of possible addresses. Select the correct address, if none of the addresses listed are correct, click the 'Clear' button, reenter the address and click 'Continue Application' without using the 'Search' button.

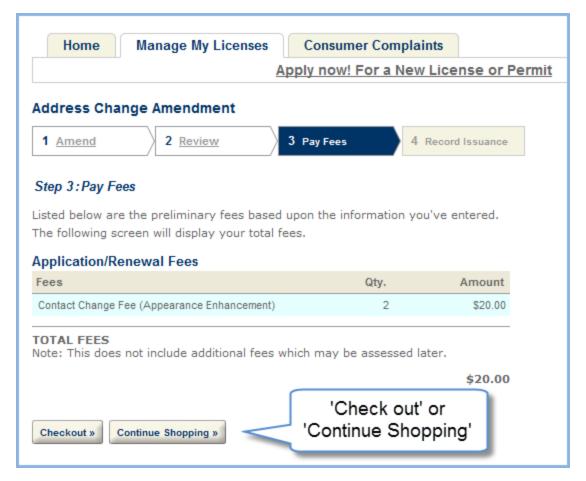
When the address information is correct, click the 'Continue Application' button.



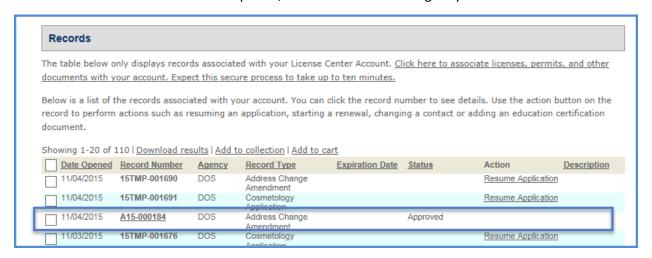
Review that all information is correct. If a section needs to be updated click the 'Edit' button and update as necessary. If all information is correct, click the 'Continue Application' button.



Review the fees and 'Checkout' or 'Continue Shopping.'



Once the amendment is saved or completed, it is listed on the 'Manage My Licenses' tab.



Contact Information Change Amendment

To change, Social Security Number, Date of Birth, email address, or phone number use this amendment.

Login to your License Center account, and select the 'Manage My Licenses' tab. Under the 'Action' column, select the 'Amendment' link.

Select 'Contact Information Change Amendment' and click 'Continue Application.'



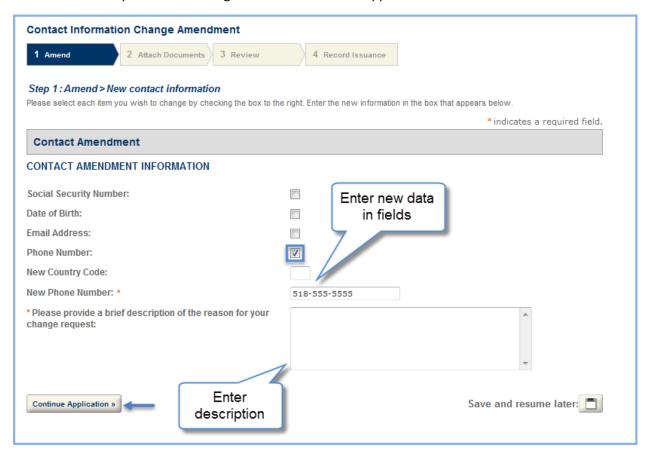
The first step is to select the contact type you would like to change with this amendment. For individual licenses, this defaults to 'Individual' and you are unable to change the selection.

For business licenses, only individual license holder information can be changed with this amendment.



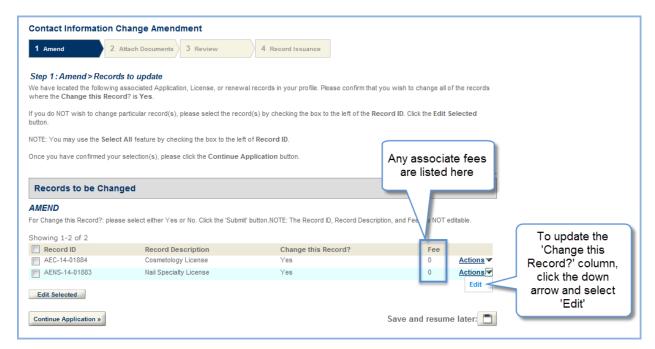
On the 'CONTACT AMENDMENT INFORMATION' screen check all the changes that are being made with this amendment. Once the checkbox is selected a fill area displays below it. Enter in the new information.

Enter in the description of the changes and click 'Continue Application.'



The next screen allows you to select the records you would like changed with this amendment. If there if there is a fee associated to that change, it displays here.

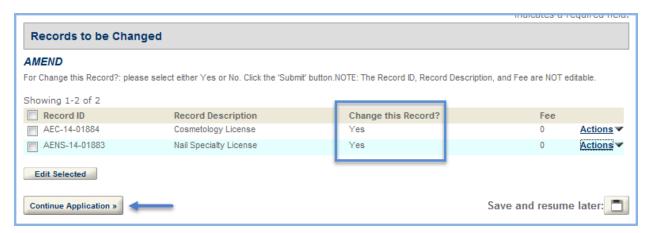
The 'Change this Record?' column defaults to 'Yes.' If you need to change this default, click the down arrow next to 'Actions' and select 'Edit.'



A separate popup displays with the ability to check 'yes' or 'no' to change the record. Select the appropriate option and click 'Submit.'



Verify the 'Change this Record' column is correct and 'edit' again if necessary. Then click 'Continue Application.'



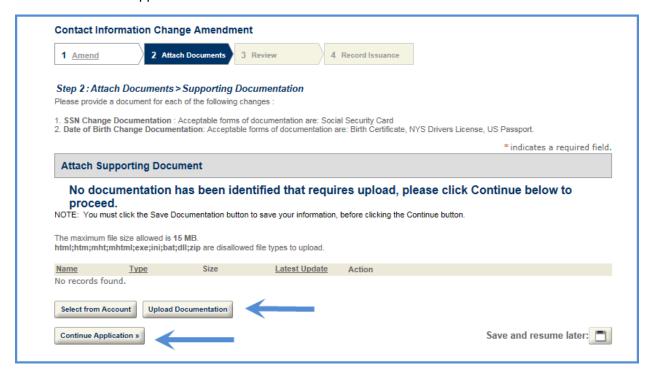
Depending on the change you are making to your records, you may need to provide documentation.

Note: Social Security Number and Date of Birth require documentation. You may use 'Select from Account' if the required documentation was previously uploaded to your NY License Center account.

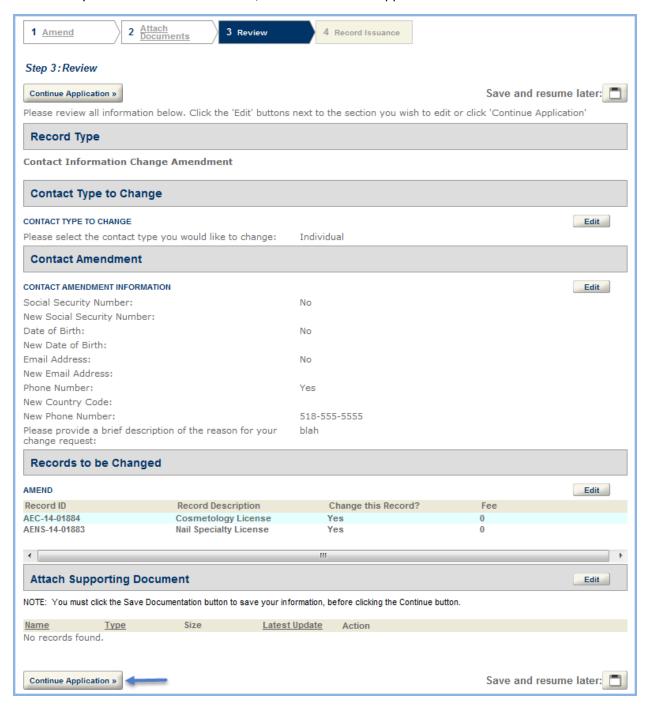
If you are required to provide documentation you have the ability to upload that documentation.

Use the 'Upload Documentation' feature to add documentation to the amendment if needed.

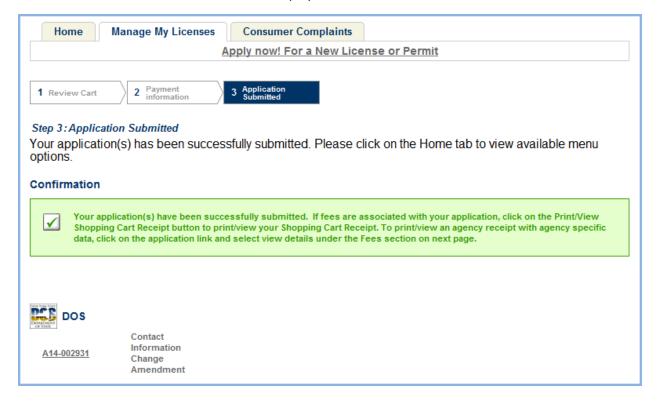
Click the 'Continue Application' button to move forward.



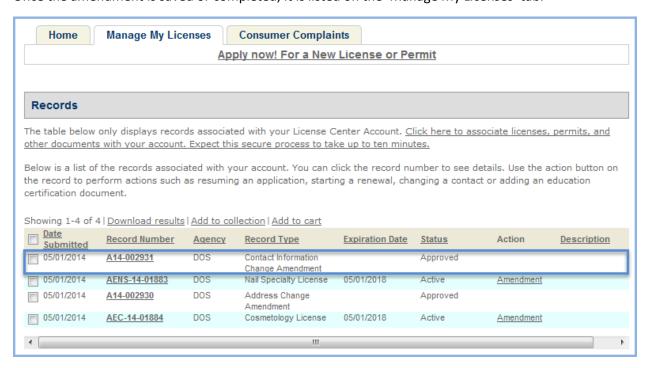
Review that all information is correct. If a section needs to be updated click the 'Edit' button and update as necessary. If all information is correct, click the 'Continue Application' button.



If there are no fees, a confirmation screen displays.



Once the amendment is saved or completed, it is listed on the 'Manage My Licenses' tab.



Duplicate License Amendment

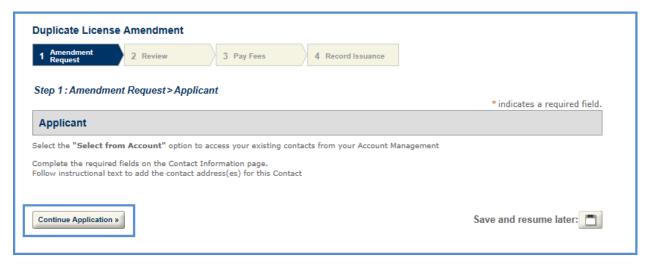
The duplicate license amendment is a request for another printed copy of the license. You must select the amendment link for the license you want a copy of.

Login to your License Center account, and select the 'Manage My Licenses' tab. On the list records, find the license you would like a copy of and under the 'Action' column, select the 'Amendment' link.

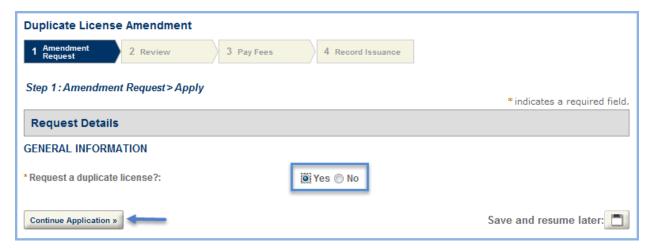
Select 'Duplicate License Amendment' and click 'Continue Application.'



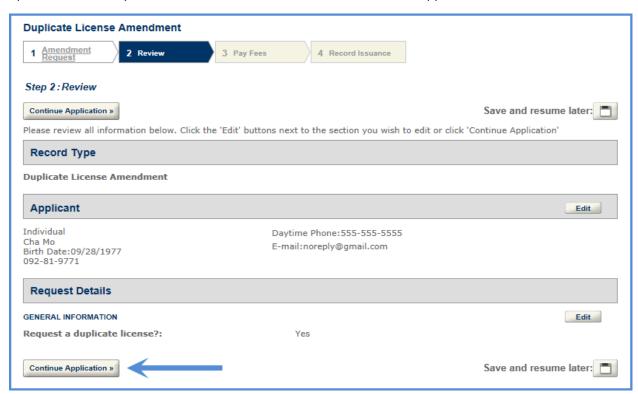
Click the 'Continue Application'



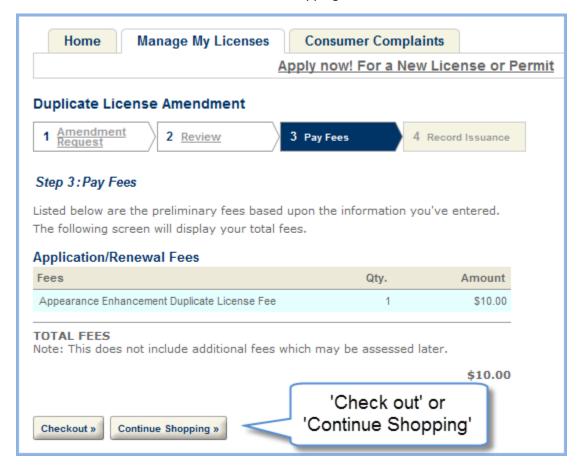
The Amendment Request page displays, select 'yes' to the question 'Request a duplicate license?' and click 'Continue Application.'



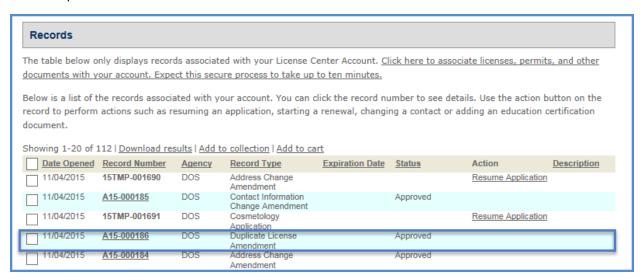
Review that all information is correct. The 'Applicant' section of the 'Review' screen CAN NOT be edited here (these changes require an amendment). If a section needs to be updated click the 'Edit' button and update as necessary. If all information is correct, click the 'Continue Application' button.



Review the fees and 'Checkout' or 'Continue Shopping.'



After the amendment is saved or completed, it is listed on the 'Manage My Licenses' tab. A duplicate license is printed and mailed.



Name Change Amendment

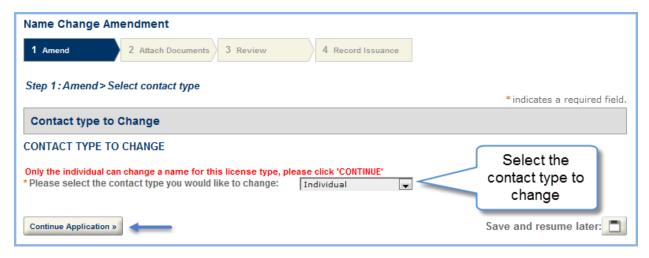
Login to your License Center account, and select the 'Manage My Licenses' tab. Under the 'Action' column, select the 'Amendment' link.

Select 'Name Change Amendment' and click 'Continue Application.'

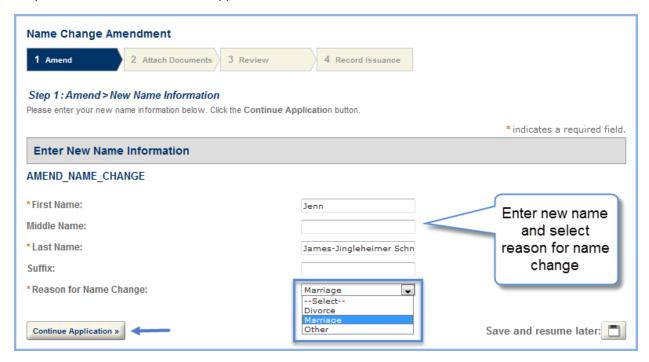


The first step is to select the contact type you would like to change with this amendment. For individual license, this defaults to 'Individual' and you are unable to change it.

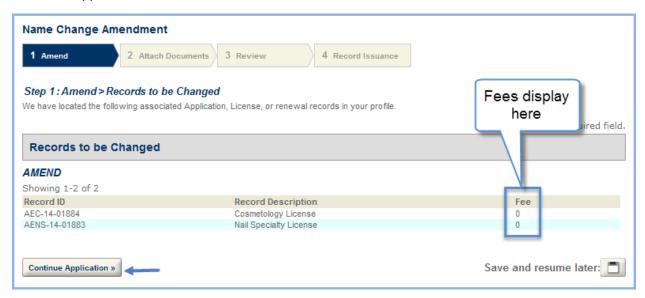
For business licenses, you are not able to change the name of the business. Business name changes require a new application.



On the 'AMEND_NAME_CHANGE' screen, enter your new name and the 'Reason for Name Change' dropdown. Then click 'Continue Application.'



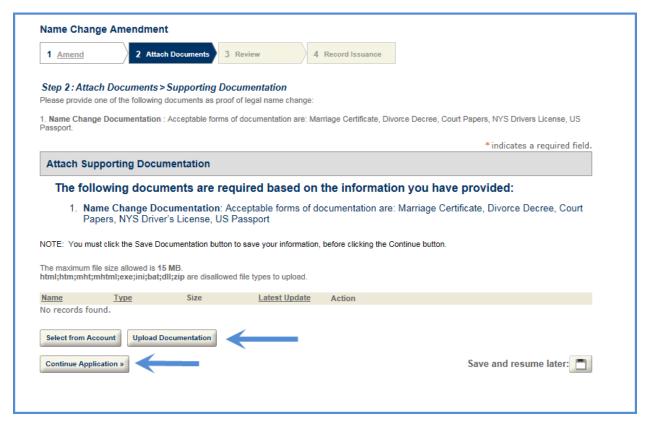
The records to be changed are listed in the 'Records to be Changed' section. Fees display. Click 'Continue Application.'



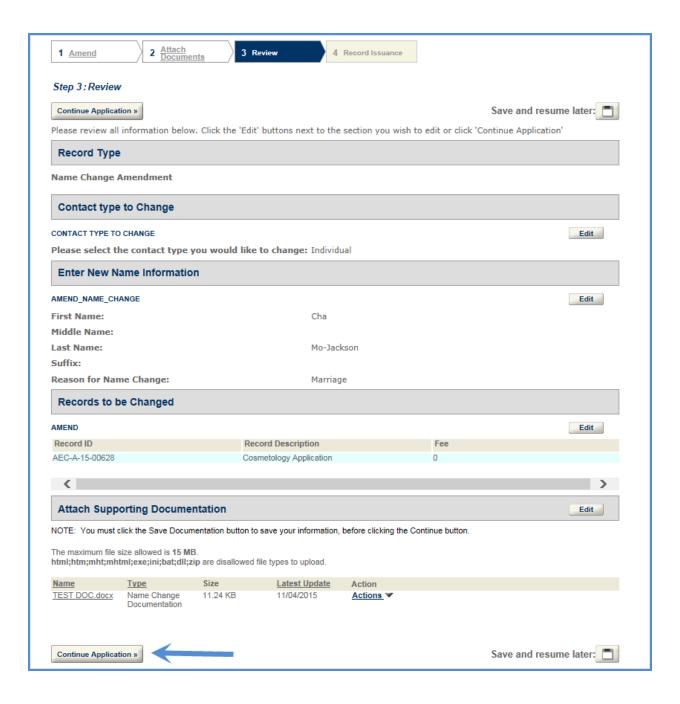
Changes to name based on 'marriage' or 'divorce' do not require a fee. All name changes require the reason and documentation.

Use the 'Upload Documentation' feature to add documentation to the amendment if needed. **Note**: You may use 'Select from Account' if you previously uploaded the required documentation to your NY License Center account.

Click the 'Continue Application' button to move forward.

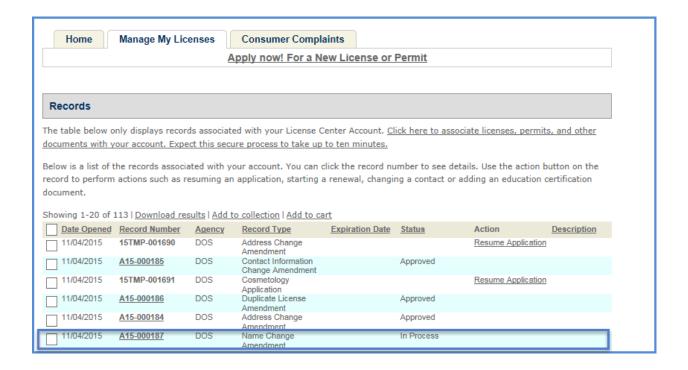


Review that all information is correct. If a section needs to be updated click the 'Edit' button and update as necessary. If all information is correct, click the 'Continue Application' button.



If fees are assessed click 'Checkout' or 'Continue Shopping.'

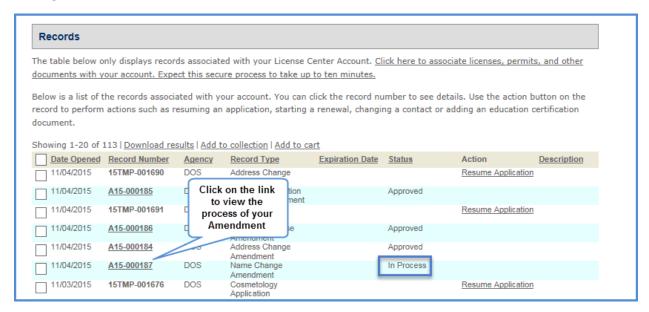
After the amendment is saved or completed, it is listed on the 'Manage My Licenses' tab.



Access an Amendment

On the 'Manage Your Licenses' tab all of your amendments are available to view.

If you have an amendment that is 'In Process' you are able to view the process of the amendment by clicking on the 'Record Number.'



If you have an amendment for which you selected the 'Save and Resume Later' button the 'Status' says 'Resume Application' Click on the 'Resume Application' link to complete the amendment application.

