



# Division of Licensing Services

New York State  
Department of State  
Division of Licensing Services  
Appearance Enhancement  
P.O. BOX 22049  
Albany, NY 12201-2049  
Customer Service: (518) 474-4429  
[www.dos.ny.gov](http://www.dos.ny.gov)

## Appearance Enhancement Temporary License Renewal Application

*For a faster and easier process, the Division of Licensing Services encourages applicants to apply online. Using online services provides a quicker turnaround time on your application and updates and it allows you to view and access your license records throughout the license process.*

Visit our website at: [www.dos.ny.gov](http://www.dos.ny.gov)

*Read the instructions carefully before completing the application. Incomplete applications will be returned, delaying licensure. Any omission, inaccuracy or failure to make full disclosure in an application or supporting documentation may be deemed sufficient reason to deny a license, or, if a license is issued could result in the suspension or revocation of a license.*

### Who may apply for an Appearance Enhancement Temporary License Renewal?

A six month temporary license renewal is available to pending license candidates upon passing the applicable NYS written or practical examination and approval of education.

### What is the fee and term of licensure?

The application fee is \$10. The term for a temporary license renewal is six months. No further temporary license renewals will be granted.

### What forms of payment do you accept?

You may pay by check or money order made payable to the Department of State or by American Express, MasterCard or Visa, using a credit card authorization form. Do not send cash. **Application fees are nonrefundable.** A \$20 fee will be charged for any check returned by your bank.

### Child Support Statement

A Child Support Statement is mandatory in New York State (General Obligations Law) regardless of whether or not you have children or any support obligation. **Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended.** The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under §175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

### Information on Online Services:

**For a faster and easier process, the Division of Licensing Services encourages applicants to apply online. Using online services provides a quicker turnaround time on your application and updates and it allows you to view and access your license records throughout the license process.**

For more complete instructions and other online information see the FAQ's at <http://www.dos.ny.gov/licensing/lc-faq.html>

### What transactions and information are available online?

- Complete an initial application
- Check the status of an application
- Renew your license
- Schedule an examination and view the results
- Check the status of a license
- Amend license information
- Request a duplicate license

### How do I register for an account within the NYS License Center (NYSLC)?

In order to register for an account within the NYS License Center (NYSLC), you must first register with My NY.gov.

If you are not currently registered with My NY.gov, go to the My NY.gov registration site at <https://aca/licensecenter.ny.gov/aca/> and click on the 'I need a NY.gov ID' link and follow the registration for My NY.gov. Once you are registered with My NY.gov, select the NYS License Center option from the options available to you on My NY.gov. In the NYS License Center, click on the 'Account Management' link in the top right hand corner. Complete the required fields and this data will pre-populate on all new applications created using your account. Once you have completed and saved this data, click on the 'Home' tab to proceed.

### What if I already have a My NY.gov Account?

If you are already registered with My NY.gov, go to My NY.gov and sign in, then select the NYS License Center option from the options available to you on My NY.gov. This will create your NYS License Center Account. In the NYS License Center, click on the 'Account Management' link in the top right hand corner. Complete the required fields and this data will pre-populate on all new application created using your account. Once you have completed and saved this data, click on the 'Home' tab to proceed.

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## How do I apply for a license in NYS License Center?

To apply for a license at NYS License Center, you must create an account or login to your existing account. Follow these steps to apply for your license online:

- Register for an Account or Login to your account (see “How do I register for an account within the NYS License Center (NYSLC)” above)
- Once you are logged in to NYS License Center, on the ‘Home’ tab select ‘Apply now for a new license or permit’
- Follow the application instructions provided online
- Upload any supporting documentation
- Make payment and print confirmation page

You will be able to log in to your account and view the status of your application.

## How do I create an additional license online?

To apply for an additional license, login to your account and click on the ‘Manage My Licenses’ tab and then select the ‘Apply now! For a New License or Permit’ link. Read and accept the terms and conditions and the system will guide you from there.

## How do I renew my temporary license online?

Temporary licenses are available for renewal 30 days prior to expiration. Once you create an account and claim your record, you can login to your NYS License Center account. Select the ‘Manage My Licenses’ tab to see your list of records, the status of your license shows as ‘About to Expire’. Under the ‘Action’ column, click on ‘Renew Application’ and complete the renewal application.

## What is my User ID for the online system?

When you create your account on My NY.gov, you will create a unique user ID and use your email address. You will then be able to access your account via user ID.

## How do I update my online account information?

There are two locations you are required to update your online account information. You need to update your data at My NY.gov and on your NYS License Center account.

At My NY.gov, see the FAQs for information on managing your account.

Login to your NYS License Center account, on the top row you will see a link titled ‘Manage My Licenses’. From there you will be able to update your account information by completing a contact change amendment.

## PRIVACY NOTIFICATION

### Do I need to provide my Social Security and Federal ID numbers on the application?

Yes, if you have a social security number or Federal ID number, you are required to provide this number. If you do not have a social security number or Federal ID number, please provide a written explanation.

The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.



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**Read the instructions before completing this application. You must answer each question and PRINT responses in ink.**

**I am applying for a temporary license renewal for (CHECK ONE):**

- Cosmetology
  Nail Specialty
  Esthetics
  Natural Hair Styling

**Previous six-month temporary license UID #** \_\_\_\_\_

Place an X in this box ONLY IF the address below is NEW (requires an additional \$10 fee)

APPLICANT'S NAME (LAST, FIRST, MI, SUFFIX)

APPLICANT'S HOME ADDRESS NUMBER AND STREET (PO BOX MAY BE ADDED TO ENSURE DELIVERY)

CITY	STATE	ZIP+4	COUNTY
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DAYTIME PHONE (IF PROBLEM WITH APPLICATION)

SOCIAL SECURITY NUMBER OR FEDERAL ID NUMBER (SEE PRIVACY NOTIFICATION)

( )  
E-MAIL ADDRESS

### You must answer the following three questions

1) Since your last application, have you been convicted of a crime or offense (not minor traffic violation), in this state or elsewhere?

Yes  (enclose details)      No

2) Are there any criminal charges (misdemeanor or felony) pending against you in any court in this state or elsewhere? If yes, you must submit a copy of the accusatory instrument (e.g. indictment, criminal information or complaint).

Yes  (enclose details)      No

3) Since your last application, has any license, permit, commission, registration or application for a license, permit, commission or registration held by or submitted by you or a company in which you are or were a principal been revoked, suspended, or denied by an state, territory or governmental jurisdiction or foreign country for any reason?

Yes  (enclose details)      No

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## Child Support Statement

By signing 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.

X \_\_\_\_\_

*Applicant's Signature*

\_\_\_\_\_

*Date*