

June 15, 2016



License Center Amendments Guide

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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
 - Social Security Number
 - Date of Birth
 - Email address
 - 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.

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

The screenshot shows the NYS License Center website. At the top left is the New York State logo. Navigation links include Services, News, Government, and Local. The central logo features 'NY' above a map of New York and 'LICENSE CENTER' below. A user is logged in as 'Cha Mo'. A search bar is present. Below the navigation tabs, there is a 'Records' section with a table of records. A callout box points to the 'Amendment' link in the 'Action' column of the first record.

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	02/04/2015	AEC-15-00026	DOS	Cosmetology License	02/04/2019	Active	Amendment	
<input type="checkbox"/>	02/06/2015	BA-A-15-00008	DOS	Renter Application Barber Apprentice Application		In Process	Amendment	

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

The screenshot shows the 'Select an Amendment Type' section of the website. It includes a list of amendment types with radio buttons. The first option, 'Address Change Amendment', is selected. A blue arrow points to the 'Continue Application' button at the bottom.

Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

- Address Change Amendment
- Contact Information Change Amendment
- Duplicate License Amendment
- Name Change Amendment

[Continue Application »](#)

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.'

Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

- Address Change Amendment
- Contact Information Change Amendment
- Duplicate License Amendment
- Name Change Amendment

[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.

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > Select contact type

* indicates a required field.

Contact Type to Change

CONTACT TYPE TO CHANGE

Only the individual can change a name for this license type, please click 'CONTINUE'

* Please select the contact type you would like to change: Individual

Select the contact type to change

[Continue Application »](#)

Save and resume later:

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'.

The screenshot shows the 'Address Change Amendment' interface. At the top, there are three steps: '1 Amend' (active), '2 Review', and '3 Record Issuance'. Below this, the 'Step 1: Amend > Select Address to Change' section provides instructions: 'Select the address by checking the box to the left of the address to be changed.' and 'NOTE: You may use the Select All feature by checking the box to the left of "Address Type".' A table titled 'Address(es) to be Changed' contains one row with columns for 'Address Type' (Home), 'Address' (99 Washington Ave Alban NY 122102821), 'Change this Address' (Yes), and 'Actions' (Edit). Callouts explain that under 'Change this Address', 'yes' or 'no' is displayed as needed, and that to update this column, one should click the down arrow in the 'Actions' column 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.

The screenshot shows a popup window titled 'AMEND_ADDRESS'. It contains a form with 'Address Type' (Home) and 'Address' (99 Washington Ave Albar) fields. A 'Change this Address:' section has radio buttons for 'Yes' (selected) and 'No'. 'Submit' and 'Cancel' buttons are at the bottom. A blue arrow points to the 'Submit' button.

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

* indicates a required field.

Address(es) to be Changed

AMEND_ADDRESS

Please select 'Change this address:' to 'Yes' and click the 'Submit' button.

Showing 1-1 of 1

<input type="checkbox"/> Address Type	Address	Change this Address	Actions
<input type="checkbox"/> Home	99 Washington Ave Albany NY 122102821	Yes	

←

Save and resume later:

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.

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > Records to be Changed

We have located the following associated Application, License, or renewal records in your profile. Please confirm that you wish to change all of the records where the Change this Record? has a 'Yes'.

If you do NOT wish to change particular record(s), please select the record(s) by checking the box to the left of the Record ID. Click the Edit Selected button.

NOTE: You may use the 'Select All' feature by checking the box to the left of Record ID.

Once you have confirmed your selection(s), please click the Continue Application button

Records to be Changed

AMEND

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AENS-A-16-03458	Nail Specialty Application	Yes	0	Actions
<input type="checkbox"/> AENS-T-16-02120	Nail Specialty Temporary License	Yes	10	Actions

Edit Selected

Continue Application »

Save and resume later:

Any associated fees are listed here

To update the 'Change this Record?' column, click the down arrow and

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.'

Records to be Changed

AMEND

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-14-01884	Cosmetology License	Yes	10	Actions
<input type="checkbox"/> AENS-14-01883	Nail Specialty License	Yes	10	Actions

Edit Selected

Continue Application »

Save and resume later:

* indicates a required field.

Change this Record?

Continue Application »

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

The image shows a screenshot of a web application popup titled "AMEND". The popup has a close button (X) in the top right corner. It contains the following fields and controls:

- * Record ID:** A text input field containing "AENS-14-01883".
- * Record Description:** A text input field containing "Nail Specialty License".
- * Fee:** A text input field containing "10".
- * Change this Record?:** A checkbox group with "Yes" selected (indicated by a filled radio button) and "No" (indicated by an empty radio button). This section is highlighted with a blue rectangular box.
- Submit** and **Cancel** buttons are located at the bottom left. A blue arrow points from the "Submit" button towards the "Cancel" button.

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.

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > New Address Information

Please enter your new address information below. Click the **Search** button to validate the address with the Post Office.

NOTE: Currently, address validation works for US and Canadian addresses only.

Once validated, the Address fields will NOT be editable and display as grey.

Click the **Continue Application** button.

* indicates a required field.

Enter New Address Information

* Address Line 1:

* City: * State: Zip:

County: Country:

Save and resume later:

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.

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

* indicates a required field.

Enter New Address Information

*** Address Line 1:**

*** City:** *** State:** ▼ **Zip:**

County: **Country:** ▼

←

Save and resume later:

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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.

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

[Apply now! For a New License or Permit](#)

Address Change Amendment

1 Amend → **2 Review** → 3 Record Issuance

Step 2: 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

Address Change Amendment

Contact Type to Change

CONTACT TYPE TO CHANGE [Edit](#)

Please select the contact type you would like to change: Individual

Address(es) to be Changed

AMEND_ADDRESS [Edit](#)

Address Type	Address	Change this Address
Home	99 Washington Ave Albany NY 122102821	Yes

Records to be Changed

AMEND [Edit](#)

Record ID	Record Description	Change this Record?	Fee
AEC-14-01884	Cosmetology License	Yes	10
AENS-14-01883	Nail Specialty License	Yes	10

Enter New Address Information

[Edit](#)

150 Broadway
Menands NY 12204-2719
United States

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

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

Home
Manage My Licenses
Consumer Complaints

Apply now! For a New License or Permit

Address Change Amendment

1 Amend

2 Review

3 Pay Fees

4 Record Issuance

Step 3: 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
Contact Change Fee (Appearance Enhancement)	2	\$20.00

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

\$20.00

Checkout »

Continue Shopping »

'Check out' or
'Continue Shopping'

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

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 110 | [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"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application	
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved		
<input type="checkbox"/>	11/03/2015	15TMP-001676	DOS	Cosmetology Application			Resume Application	

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.'

Contact Information Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > New contact information

Please select each item you wish to change by checking the box to the right. Enter the new information in the box that appears below. * indicates a required field.

Contact Amendment

CONTACT AMENDMENT INFORMATION

Social Security Number:

Date of Birth:

Email Address:

Phone Number:

New Country Code:

New Phone Number: *

* Please provide a brief description of the reason for your change request:

Enter new data in fields

Enter description

The next screen allows you to select the records you would like changed 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.'

Contact Information Change Amendment

1 Amend | 2 Attach Documents | 3 Review | 4 Record Issuance

Step 1: Amend > Records to update

We have located the following associated Application, License, or renewal records in your profile. Please confirm that you wish to change all of the records where the Change this Record? is Yes.

If you do NOT wish to change particular record(s), please select the record(s) by checking the box to the left of the Record ID. Click the Edit Selected button.

NOTE: You may use the Select All feature by checking the box to the left of Record ID.

Once you have confirmed your selection(s), please click the Continue Application button.

Records to be Changed

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

Showing 1-2 of 2

<input type="checkbox"/>	Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/>	AEC-14-01884	Cosmetology License	Yes	0	▼
<input type="checkbox"/>	AENS-14-01883	Nail Specialty License	Yes	0	▼

Save and resume later:

Any associate fees are listed here

To update the 'Change this Record?' column, click the down arrow 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.'

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

* Record ID: AENS-14-01883

* Record Description: Nail Specialty License

* Change this Record?: Yes No

* Fee: 0

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

Records to be Changed

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

Showing 1-2 of 2

Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-14-01884	Cosmetology License	Yes	0	Actions
<input type="checkbox"/> AENS-14-01883	Nail Specialty License	Yes	0	Actions

←

Save and resume later:

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.

Contact Information Change Amendment

1 Amend → 2 **Attach Documents** → 3 Review → 4 Record Issuance

Step 2: Attach Documents > Supporting Documentation

Please provide a document for each of the following changes :

1. SSN Change Documentation : Acceptable forms of documentation are: Social Security Card
2. Date of Birth Change Documentation: Acceptable forms of documentation are: Birth Certificate, NYS Drivers License, US Passport.

* indicates a required field.

Attach Supporting Document

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.				

←

←

Save and resume later:

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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.

1 Amend 2 Attach Documents 3 Review 4 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

Contact Information Change Amendment

Contact Type to Change

CONTACT TYPE TO CHANGE Edit

Please select the contact type you would like to change: Individual

Contact Amendment

CONTACT AMENDMENT INFORMATION Edit

Social Security Number: No
New Social Security Number:
Date of Birth: No
New Date of Birth:
Email Address: No
New Email Address:
Phone Number: Yes
New Country Code:
New Phone Number: 518-555-5555
Please provide a brief description of the reason for your change request: blah

Records to be Changed

AMEND Edit

Record ID	Record Description	Change this Record?	Fee
AEC-14-01884	Cosmetology License	Yes	0
AENS-14-01883	Nail Specialty License	Yes	0

< ||| >

Attach Supporting Document Edit

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

Name	Type	Size	Latest Update	Action
No records found.				

Continue Application »  Save and resume later: 

If there are no fees, a confirmation screen displays.

Home
Manage My Licenses
Consumer Complaints

Apply now! For a New License or Permit

1 Review Cart

2 Payment information

3 Application Submitted

Step 3: Application Submitted
 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
Department of State

[A14-002931](#)

Contact Information Change Amendment

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

Home
Manage My Licenses
Consumer Complaints

Apply now! For a New License or Permit

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 1-4 of 4 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Submitted	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	05/01/2014	A14-002931	DOS	Contact Information Change Amendment		Approved		
<input type="checkbox"/>	05/01/2014	AENS-14-01883	DOS	Nail Specialty License	05/01/2018	Active	Amendment	
<input type="checkbox"/>	05/01/2014	A14-002930	DOS	Address Change Amendment		Approved		
<input type="checkbox"/>	05/01/2014	AEC-14-01884	DOS	Cosmetology License	05/01/2018	Active	Amendment	

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.'

Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

- Address Change Amendment
- Contact Information Change Amendment
- Duplicate License Amendment
- Name Change Amendment

[Continue Application »](#) ←

Click the 'Continue Application'

Duplicate License Amendment

1 Amendment Request 2 Review 3 Pay Fees 4 Record Issuance

Step 1 : Amendment Request > Applicant * 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

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

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

Duplicate License Amendment

1 Amendment Request 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Amendment Request > Apply

* indicates a required field.

Request Details

GENERAL INFORMATION

*Request a duplicate license?: Yes No

Continue Application » Save and resume later:

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.

Duplicate License Amendment

1 Amendment Request 2 Review 3 Pay Fees 4 Record Issuance

Step 2: 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

Duplicate License Amendment

Applicant Edit

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

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

Request Details

GENERAL INFORMATION Edit

Request a duplicate license?: Yes

Continue Application » Save and resume later:

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

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Duplicate License Amendment

1 Amendment Request 2 Review 3 Pay Fees 4 Record Issuance

Step 3: 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
Appearance Enhancement Duplicate License Fee	1	\$10.00

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

\$10.00

Checkout » Continue Shopping »

'Check out' 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.

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 112 | [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"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000185	DOS	Contact Information Change Amendment		Approved		
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000186	DOS	Duplicate License Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved		

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.'

Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

- Address Change Amendment
- Contact Information Change Amendment
- Duplicate License Amendment
- Name Change Amendment

[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.

Name Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > Select contact type

* indicates a required field.

Contact type to Change

CONTACT TYPE TO CHANGE

Only the individual can change a name for this license type, please click 'CONTINUE'

* Please select the contact type you would like to change: Individual

Select the contact type to change

[Continue Application »](#)

Save and resume later:

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

Name Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > New Name Information
Please enter your new name information below. Click the Continue Application button. * indicates a required field.

Enter New Name Information

AMEND_NAME_CHANGE

* First Name:
Middle Name:
* Last Name:
Suffix:
* Reason for Name Change:

--Select--
Divorce
Marriage
Other

Enter new name and select reason for name change

Continue Application »

Save and resume later:

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

Name Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > Records to be Changed
We have located the following associated Application, License, or renewal records in your profile. * indicates a required field.

Records to be Changed

AMEND

Showing 1-2 of 2

Record ID	Record Description	Fee
AEC-14-01884	Cosmetology License	0
AENS-14-01883	Nail Specialty License	0

Fees display here

Continue Application »

Save and resume later:

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.

Name Change Amendment

1 Amend 2 **Attach Documents** 3 Review 4 Record Issuance

Step 2: Attach Documents > Supporting Documentation
Please provide one of the following documents as proof of legal name change:

1. **Name Change Documentation** : Acceptable forms of documentation are: Marriage Certificate, Divorce Decree, Court Papers, NYS Drivers License, US Passport. * indicates a required field.

Attach Supporting Documentation

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

1. **Name Change Documentation**: Acceptable forms of documentation are: Marriage Certificate, Divorce Decree, Court Papers, NYS Driver's License, US Passport

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:

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.

1 Amend

2 Attach Documents

3 Review

4 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

Name Change Amendment

Contact type to Change

CONTACT TYPE TO CHANGE [Edit](#)

Please select the contact type you would like to change: Individual

Enter New Name Information

AMEND_NAME_CHANGE [Edit](#)

First Name: Cha
 Middle Name:
 Last Name: Mo-Jackson
 Suffix:
 Reason for Name Change: Marriage

Records to be Changed

AMEND [Edit](#)

Record ID	Record Description	Fee
AEC-A-15-00628	Cosmetology Application	0

Attach Supporting Documentation [Edit](#)

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
TEST DOC.docx	Name Change Documentation	11.24 KB	11/04/2015	Actions ▼

Continue Application »

←

Save and resume later:

June 15, 2016

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.

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

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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 113 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<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"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000185	DOS	Contact Information Change Amendment		Approved		
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000186	DOS	Duplicate License Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000187	DOS	Name Change Amendment		In Process		

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.'

Records

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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 113 | [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"/>	11/04/2015	15TMP-001690	DOS	Address Change			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000185		Amendment		Approved		
<input type="checkbox"/>	11/04/2015	15TMP-001691		Amendment			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000186		Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000184		Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000187	DOS	Name Change		In Process		
<input type="checkbox"/>	11/03/2015	15TMP-001676	DOS	Cosmetology Application			Resume Application	

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.

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 113 | [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"/>	11/04/2015	15TMP-001690	DOS	Address Change			Resume Application	Amendment