



NYS License Center Renewal Guide

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Introduction

Licenses and Temporary Licenses for Appearance Enhancement and Barbers may be renewed online through the NYS License Center. The online process allows your license to be renewed quicker than the paper process. It may even be renewed the same day you complete the online transaction.

You must be logged into your online License Center account. If you need to create an account or need assistance logging into an existing account, check the NYS License Center website for instructions and contacts for assistance.

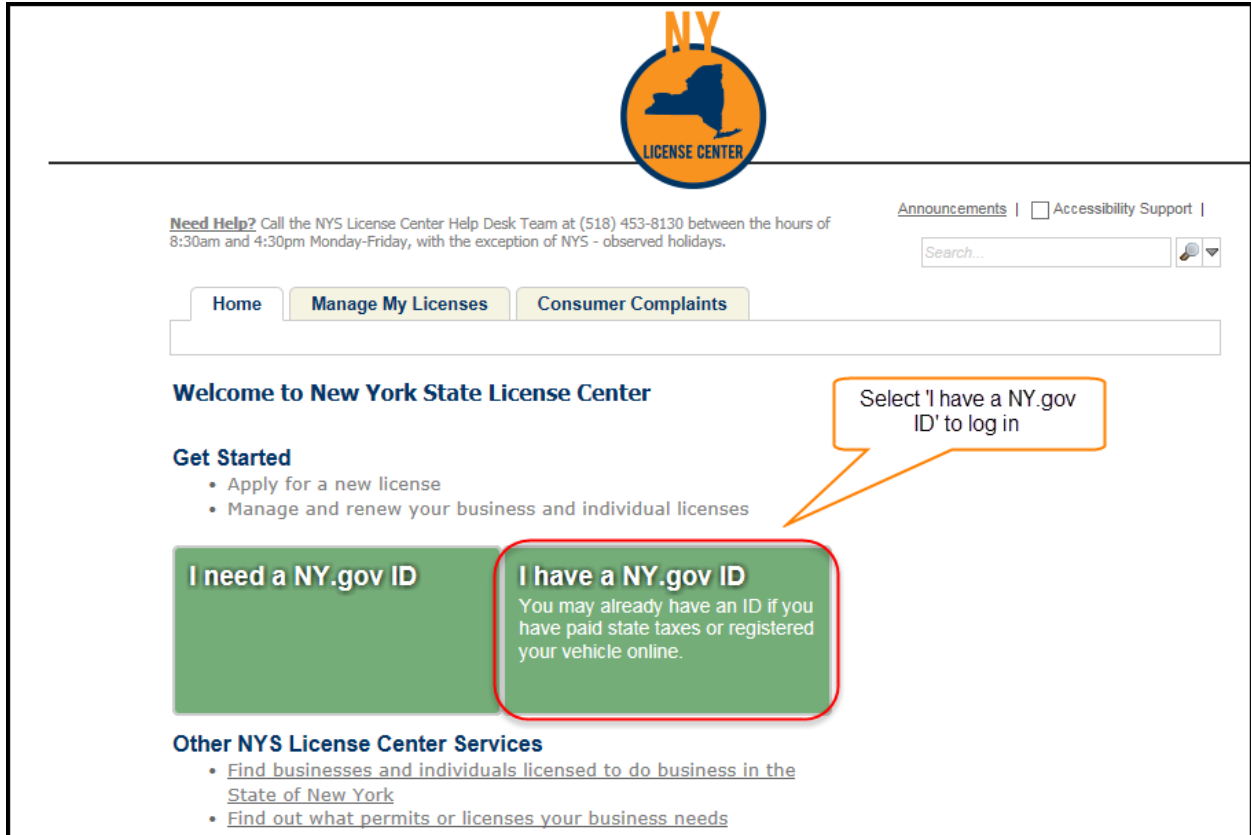
NYS License Center:

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

For instructions on how to claim your record, please see the 'Claim Records on the NY License Center' on www.dos.ny.gov/licenses.

Steps to Renew

Log into your NYS License Center account.



The screenshot shows the NYS License Center homepage. At the top center is the NYS License Center logo, which features a blue circle with a white outline of New York State and the text "NYS LICENSE CENTER" below it. Below the logo, there is a navigation bar with three buttons: "Home", "Manage My Licenses", and "Consumer Complaints". To the right of the navigation bar, there is a search bar with the text "Search..." and a magnifying glass icon. Below the search bar, there is a "Need Help?" section with contact information for the Help Desk Team. To the right of this section, there are links for "Announcements" and "Accessibility Support". Below the navigation bar, there is a "Welcome to New York State License Center" section. Underneath, there is a "Get Started" section with two bullet points: "Apply for a new license" and "Manage and renew your business and individual licenses". Below this, there are two green boxes: "I need a NY.gov ID" and "I have a NY.gov ID". The "I have a NY.gov ID" box is highlighted with a red border and contains the text: "You may already have an ID if you have paid state taxes or registered your vehicle online." A callout box with an orange border points to the "I have a NY.gov ID" box and contains the text: "Select 'I have a NY.gov ID' to log in". Below the green boxes, there is an "Other NYS License Center Services" section with two bullet points: "Find businesses and individuals licensed to do business in the State of New York" and "Find out what permits or licenses your business needs".



The screenshot shows the NY.gov ID login form. At the top, there is a blue header with the text "NY.gov ID" and a white outline of New York State. Below the header, there is a "Please login after reading the Acceptable Use Policy below" message. The form has two input fields: "Username:" and "Password:". Below the input fields, there is a "Sign In" button. Below the button, there are links for "Forgot your Username or Password?" and "NY.gov ID - Terms of Service". At the bottom of the form, there is a link for "Agency Assistance & Contact Information".

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Once logged in, go to the ‘Manage My Licenses’ tab. When your license is available to be renewed, under the ‘Actions’ column the ‘Renew Application’ link is available.

Please Note: Temporary Licenses are available for renewal 30 days prior to expiration. Full licenses are available for renewal 90 days prior to expiration.

Click on the ‘Renew Application’ link.

The screenshot shows the NYS License Center interface. At the top is the NYS License Center logo. Below it are navigation links: [Announcements](#), [Logged in as:](#), [Collections \(0\)](#), [Cart \(0\)](#), [Account Management](#), and [Logout](#). A search bar is on the right. Below the navigation is a banner for 'Apply now! For a New License or Permit'. The 'Records' section contains a table of records. The third record, with record number AEC-15-00219, has a 'Renew Application' link in the 'Action' column, which is highlighted by a black arrow.

<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	AEC-15-00219	DOS	Cosmetology License	11/04/2019	About to Expire	Renew Application	
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Amendment Resume Application	

The first page on your renewal, 'Step 1: Apply>Page 1', displays your contact information associated with the license.

Please Note: If this information needs to be updated, you need to complete the appropriate amendment BEFORE you complete the renewal. Select the 'Save and Resume Later' link. Complete the amendment and then resume the renewal.

Verify the data is correct and click the 'Continue Application' button.

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Cosmetology Renewal

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

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

Applicant

Enter your contact information below.

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

Somebody Else

noreply@accela.com
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#)

▼ Contact Addresses

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	Yes	1540 Nowhere St., Albany		No

Continue Application » Save and resume later:

On 'Step 1: Apply>Page 2', complete the 'Applicant Information' questions. These may vary depending on the license you are renewing. Click 'Continue Application.'

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

Apply now! For a New License or Permit

Cosmetology Renewal

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

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

Application Information

BACKGROUND DATA

* Since your last application, have you been convicted of a crime or offense (not minor traffic violation), in this state or elsewhere?: Yes No

* Are there any criminal charges (misdemeanor or felony) pending against you in any court in this state or elsewhere?: Yes No

* 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 any state, territory or governmental jurisdiction or foreign country for any reason?: Yes No

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:

VOTER REGISTRATION

* Would you like to register to Vote?:

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

On 'Step 2: Attach Documents>Page 1' upload any documentation identified. Once complete or if no documentation is required, click the 'Continue Application' button.

The screenshot shows the 'Attach Documents' step of a license renewal process. At the top, there are navigation tabs for 'Home', 'Manage My Licenses', and 'Consumer Complaints'. Below these is a banner that says 'Apply now! For a New License or Permit'. The main heading is 'Cosmetology Renewal'. A progress bar shows five steps: 1 Apply, 2 Attach Documents (highlighted), 3 Review, 4 Pay Fees, and 5 Record Issuance. The current step is 'Step 2: Attach Documents > Page 1'. A note indicates that an asterisk (*) denotes a required field. The main content area is titled 'Attachment' and contains the message: 'No documentation has been identified that requires upload, please click Continue below to proceed.' Below this is a note: 'NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.' Further down, it states: 'The maximum file size allowed is 15 MB. html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.' A table with columns 'Name', 'Type', 'Size', 'Latest Update', and 'Action' is shown, with the text 'No records found.' below it. At the bottom left, there are two buttons: 'Select from Account' and 'Upload Documentation'. A 'Continue Application »' button is circled in red. At the bottom right, there is a 'Save and resume later:' option with a floppy disk icon.

The final page, 'Step 3: Review' is displayed. Review the information you provided. If changes are needed, click the appropriate 'Edit' button.

Please Note: If 'Applicant' information needs to be updated, you need to complete the appropriate amendment BEFORE you complete the renewal. Select the 'Save and Resume Later' button. Complete the amendment and then resume the renewal.

Click the 'Continue Application' button.

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Cosmetology Renewal

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 Renewal

Applicant

Individual Soda Pop Birth Date:01/01/1960 ***_*-\$.5555 Daytime Phone:0000000000 noreply@accela.com

Application Information

BACKGROUND DATA Edit

Since your last application, have you been convicted of a crime or offense (not minor traffic violation), in this state or elsewhere? No

Please provide a detailed explanation:

Are there any criminal charges (misdemeanor or felony) pending against you in any court in this state or elsewhere? No

Please provide a detailed explanation:

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 any state, territory or governmental jurisdiction or foreign country for any reason? No

Please provide a detailed explanation:

CHILD SUPPORT STATEMENT Edit

I, the undersigned, do hereby certify that: I am not under obligation to pay child support.

I do not owe four or more months of child support payments: No

I am making child support payments by income execution or court approved payment plan or by a plan agreed to by the parties:

My child support obligation is the subject of a pending court proceeding: No

I receive public assistance or supplemental social security income: No

APPLICANT AFFIRMATION Edit

I affirm, under the penalties of perjury, that the statements made in this application are true and correct: Yes

VOTER REGISTRATION Edit

Would you like to register to Vote?: No, I decline to register to Vote

Attachment

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:

On 'Step 4: Pay Fees' the fees for your renewal are displayed. You may 'Checkout' to submit and pay for your renewal or you may 'Continue Shopping' to submit and pay for your renewal at another time.

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Cosmetology Renewal

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
Renewal Fee	1	\$40.00

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

\$40.00

Checkout » Continue Shopping »

If you choose to 'Checkout' follow the process for reviewing your shopping cart and checking out.

At the completion of checkout, you may return to the 'Manage My License' screen to view the status of your renewal.

[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 101-112 of 112 | [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"/>	02/03/2011	AEC-15-00219	DOS	Cosmetology License	11/04/2019	Active	Amendment	
<input type="checkbox"/>	01/30/2015	AEB-15-00008	DOS	Appearance Enhancement Business	01/30/2019	Revoked		

