Contents
Introduction .................................................................................................................................................. 1
Steps to Renew .......................................................................................................................................... 2
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.
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 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.
On ‘Step 1: Apply’ > ‘Page 2’, complete the ‘Applicant Information’ questions. These may vary depending on the license you are renewing. Click ‘Continue Application.’
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 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.
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.

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.