

License Center – Renewal Guide (Spanish)  
Centro de Licencias – Guía para renovaciones  
4 de noviembre de 2015



# NYS License Center (Centro de Licencias del Estado de Nueva York) Guía para renovaciones

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## Introducción

Las licencias y las licencias temporales para salones de belleza y barberías se pueden renovar en línea por medio del NYS License Center (Centro de Licencias del Estado de Nueva York). El proceso en línea le permite renovar su licencia más rápidamente que el proceso impreso. Hasta se puede renovar el mismo día en que realice la transacción en línea.

Debe iniciar sesión en su cuenta del Centro de Licencias. Si necesita crear una cuenta o requiere asistencia para iniciar sesión en una cuenta existente, revise el sitio web de NYS License Center (Centro de Licencias del Estado de Nueva York) para tener acceso a instrucciones y contactos que le brinden asistencia.

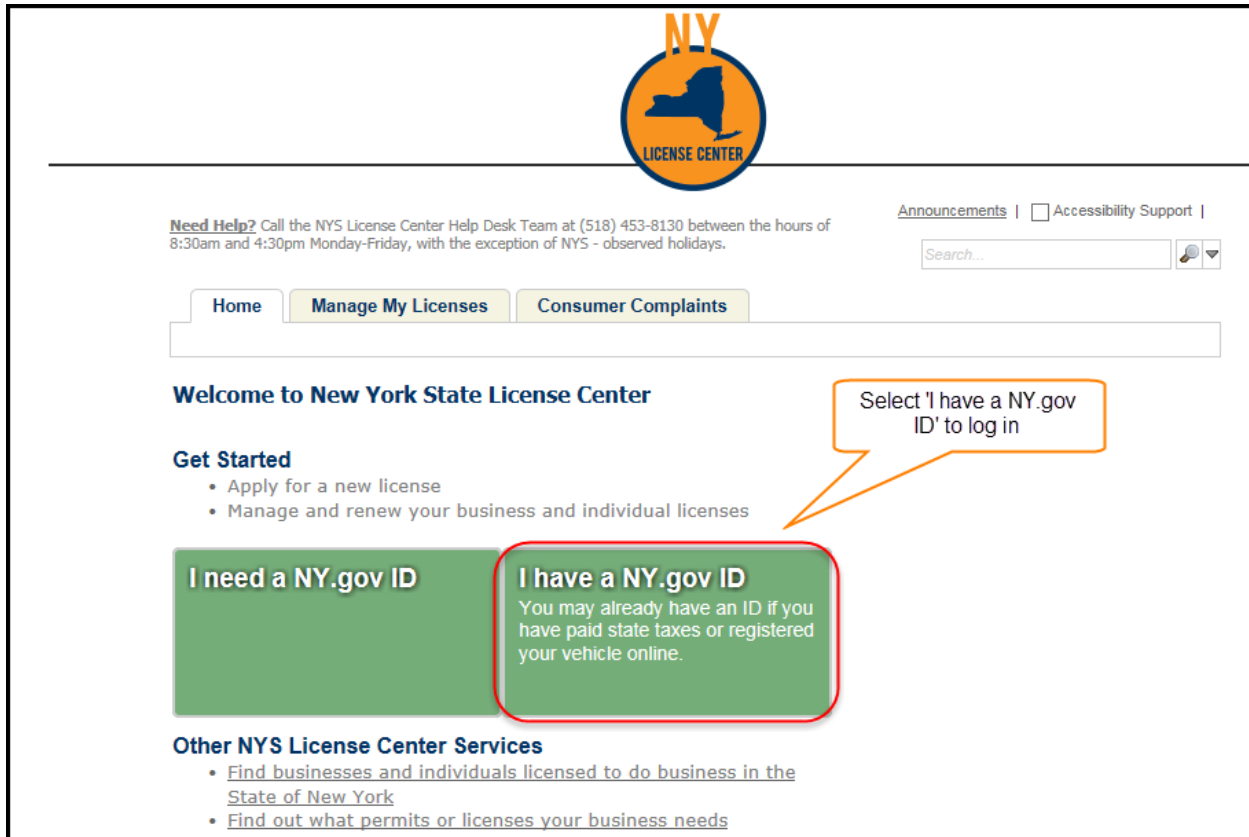
NYS License Center (Centro de Licencias del Estado de Nueva York):

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

Para obtener instrucciones sobre cómo reclamar su registro, consulte 'Claim Records on the NY License Center' (Reclamar registros en el Centro de Licencias del Estado de Nueva York) en [www.dos.ny.gov/licenses](http://www.dos.ny.gov/licenses).

## Pasos para la renovación

Haga clic en la pestaña 'I have a NY.gov ID' (Tengo una Id. de NY.gov). Escriba su 'Username' (Nombre de usuario) y 'Password' (Contraseña) y haga clic en 'Sign In' (Iniciar sesión) para conectarse con su cuenta del NYS License Center (Centro de Licencias del Estado de Nueva York).



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 tabs: 'Home', 'Manage My Licenses', and 'Consumer Complaints'. To the right of the navigation bar, there is a search bar and a link for '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 buttons: 'I need a NY.gov ID' and 'I have a NY.gov ID'. The 'I have a NY.gov ID' button is highlighted with a red border and has a callout box pointing to it that says 'Select 'I have a NY.gov ID' to log in'. Below the buttons, 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 NYS logo and the text 'NY.gov ID'. 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. At the bottom of the form, there are two links: 'Forgot your Username or Password?' and 'NY.gov ID - Terms of Service'. Below the form, there is a link for 'Agency Assistance & Contact Information'.

Una vez haya iniciado sesión, diríjase a la pestaña ‘Manage My Licenses’ (Administrar mis licencias). Cuando su licencia se encuentra disponible para renovación, bajo la columna ‘Actions’ (Acciones), se encuentra disponible el vínculo ‘Renew Application’ (Renovar solicitud).

**Tenga esto en cuenta:** Las licencias temporales se encuentran disponibles para renovación 30 días antes del vencimiento. Las licencias completas se encuentran disponibles para renovación 90 días antes del vencimiento.

Haga clic en el vínculo ‘Renew Application’ (Renovar solicitud).

Announcements | Logged in as: | Collections (0) | Cart (0) | Account Management | Logout

**Need Help?** Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.

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"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			<a href="#">Resume Application</a>	
<input type="checkbox"/>	11/04/2015	<a href="#">A15-000185</a>	DOS	Contact Information Change Amendment		Approved		
<input type="checkbox"/>	11/04/2015	<a href="#">AEC-15-00219</a>	DOS	Cosmetology License	11/04/2019	About to Expire	<a href="#">Renew Application</a>	
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			<a href="#">Amendment</a> <a href="#">Resume Application</a>	

La primera página de su renovación, 'Step 1: Apply>Page 1' (Paso 1: Solicitar>Página 1), muestra su información de contacto asociada con la licencia.

**Tenga esto en cuenta:** Si es necesario actualizar esta información, debe realizar la enmienda apropiada ANTES de efectuar la renovación. Seleccione el vínculo 'Save and Resume Later' (Guardar y reanudar más tarde). Realice la enmienda y luego reanude la renovación.

Verifique que los datos sean correctos y haga clic en el botón 'Continue Application' (Continuar con la solicitud).

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### 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	<a href="#">1540 Nowhere St., Albany</a>		No

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

En el ‘Step 1: Apply>Page 2’ (Paso 1: Solicitar>Página 2), responda las preguntas de la sección ‘Applicant Information’ (Información del solicitante). Estas pueden variar según la licencia que esté renovando. Haga clic en ‘Continue Application’ (Continuar con la solicitud).

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### 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:

En el ‘Step 2: Attach Documents>Page 1’ (Adjuntar documentos>Página 1), cargue cualquier documentación identificada al hacer clic en ‘Upload Documentation’ (Cargar documentación) y seguir las indicaciones que aparecerán en pantalla. Una vez que haya realizado lo anterior o en caso de que no se requiera ninguna documentación, haga clic en el botón ‘Continue Application’ (Continuar con la solicitud).

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### Cosmetology Renewal

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

*Step 2: Attach Documents > Page 1* \* indicates a required field.

**Attachment**

**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.				

Select from Account Upload Documentation

**Continue Application »** Save and resume later:



Se muestra la página final, 'Step 3: Review' (Paso 3: Revisión). Revise la información que proporcionó. Si hay necesidad de hacer cambios, haga clic en el botón 'Edit' (Editar) que corresponda.

**Tenga esto en cuenta:** Si necesita actualizarse la información del 'Applicant' (Solicitante), debe realizar la enmienda correspondiente ANTES de efectuar la renovación. Seleccione el botón 'Save and Resume Later' (Guardar y reanudar más tarde). Realice la enmienda y luego reanude la renovación.

Haga clic en el botón 'Continue Application' (Seguir con la solicitud).

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### Cosmetology Renewal

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**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. No

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

I am making child support payments by income execution or No 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:

En ‘Step 4: Pay Fees’ (Paso 4: Pagar tarifas), se muestran las tarifas correspondientes a su renovación bajo ‘Application/Renewal Fees’ (Tarifas de solicitud/renovación). Puede elegir ‘Checkout’ (Pagar) para presentar su renovación y pagarla, o bien, puede elegir ‘Continue Shopping’ (Seguir comprando) para presentar su renovación y pagarla en otro momento.

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### 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 »

Si elige ‘Checkout’ (Pagar), siga el proceso para revisar su carretilla de compras y pagar.

Al finalizar el pago, puede regresar a la pantalla 'Manage My License' (Administrar mi licencia) para ver el estado de su renovación.

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<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	02/03/2011	<a href="#">AEC-15-00219</a>	DOS	Cosmetology License	11/04/2019	Active	<a href="#">Amendment</a>	
<input type="checkbox"/>	01/30/2015	<a href="#">AEB-15-00008</a>	DOS	Appearance Enhancement Business	01/30/2019	Revoked		