

License Center – Renewal Guide (Chinese)

执照中心 – 续期指南

2015 年 11 月 4 日



# NYS License Center (纽约州执照中心)

## 续期指南

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### 简介

美容企业及理发师的执照和临时执照可通过 NYS License Center（纽约州执照中心）在线进行续期。与纸质流程相比，在线流程可帮助您更加快速地完成执照续期。甚至在您完成在线交易的当天就能续期。

您必须登录您的在线执照中心账户。如果您需要创建账户或者在登录现有账户时需要帮助，请查阅 NYS License Center（纽约州执照中心）网站了解说明和协助人员的联系方式。

NY License Center（纽约州执照中心）：

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

欲了解如何索取您的记录，请登录以下网址查阅“Claim Records on the NY License Center”（在纽约州执照中心索取记录）：[www.dos.ny.gov/licenses](http://www.dos.ny.gov/licenses)。

## 续期步骤

单击“[I have a NY.gov ID](#)”（我需要纽约政府 ID）选项卡。输入您的“[Username](#)”（用户名）和“[Password](#)”（密码），然后单击“[Sign In](#)”（登录），登录到您的 NYS License Center（纽约州执照中心）账户。

The screenshot shows the NYS License Center homepage. At the top center is the NYS License Center logo. Below it, there is a navigation bar with three tabs: "Home", "Manage My Licenses", and "Consumer Complaints". The "Manage My Licenses" tab is highlighted. 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 contains the text: "You may already have an ID if you have paid state taxes or registered your vehicle online." An orange callout box points to this button with the text: "Select 'I have a NY.gov ID' to log in". Below the buttons, there is an "Other NYS License Center Services" section with three bullet points: "Find businesses and individuals licensed to do business in the State of New York", "Find out what permits or licenses your business needs", and "Find out what permits or licenses your business needs".

The screenshot shows the NY.gov ID login form. At the top, it says "Please login after reading the [Acceptable Use Policy](#) below". Below this is the NY.gov ID logo. The form has two input fields: "Username:" and "Password:". Below the input fields is a "Sign In" button. Below the button, there are two links: "Forgot your [Username](#) or [Password](#) ?" and "[NY.gov ID - Terms of Service](#)". At the bottom of the form, there is a link: "[Agency Assistance & Contact Information](#)".

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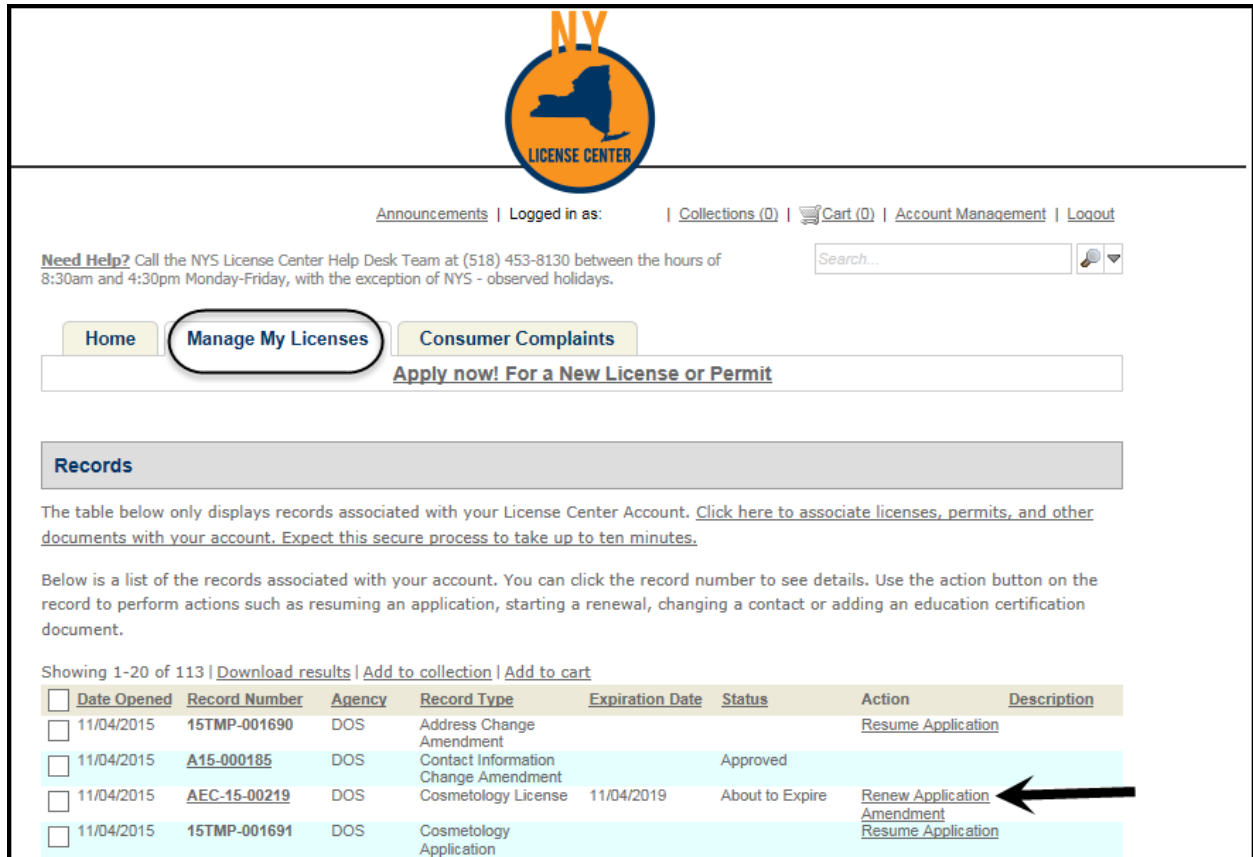
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登录后，转至“Manage My Licenses”（管理我的执照）选项卡。当您的执照可续期时，位于“Actions”（操作）列下的“Renew Application”（续期申请）链接处于可用状态。

**请注意：**临时执照在到期前 30 天可登录续期。正式执照在到期前 90 天可登录续期。

单击“Renew Application”（续期申请）链接。



The screenshot shows the NYS License Center interface. At the top is the logo with 'NY' and 'LICENSE CENTER'. Below the logo are navigation links: 'Announcements', 'Logged in as:', 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. A search bar is present with the text 'Search...'. Below the search bar are three tabs: 'Home', 'Manage My Licenses' (which is highlighted with a rounded rectangle), and 'Consumer Complaints'. Under the 'Manage My Licenses' tab, there is a button that says 'Apply now! For a New License or Permit'. Below this is a section titled 'Records'. The text below 'Records' states: '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 this text is another paragraph: '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.' Below the paragraph are links: 'Showing 1-20 of 113 | Download results | Add to collection | Add to cart'. The table below has the following columns: 'Date Opened', 'Record Number', 'Agency', 'Record Type', 'Expiration Date', 'Status', 'Action', and 'Description'. The table contains three rows of records. The second row has a record number 'AEC-15-00219' and a status 'About to Expire'. The 'Action' column for this row contains three links: 'Renew Application', 'Amendment', and 'Resume Application'. A black arrow points to the 'Renew Application' link.

| <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="#">Resume Application</a> |             |

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在您的续期的第一页，“Step 1: Apply>Page 1”（第 1 步：申请>第 1 页），显示与执照有关的您的联系信息。

**请注意：**如果该信息需要更新，您需要填写相应的修改，然后再完成续期。选择“Save and Resume Later”（保存且稍后继续）链接。完成修改，然后继续进行续期。

验证信息是否正确，并单击“Continue Application”（继续申请）按钮。

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

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

在“Step 1: Apply>Page 2”（第 1 步：申请>第 2 页）上，填写“Applicant Information”（申请人信息）相关问题。这些问题根据您所续期的执照可能有所不同。单击“Continue Application”（继续申请）。

[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

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##### 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:

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在 “Step 2: Attach Documents>Page 1” （第 2 步：附上文档 >第 1 页）上，通过单击 “Upload Documentation” （上传文件）并遵循提示，上传确认的任何文件。完成后或者如果不需要任何文件，请单击 “Continue Application” （继续申请）按钮。

The screenshot shows the 'Cosmetology Renewal' process. At the top, there are navigation tabs: 'Home', 'Manage My Licenses', and 'Consumer Complaints'. Below them 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. Below the progress bar, it says 'Step 2: Attach Documents > Page 1'. A note indicates that an asterisk (\*) indicates 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 message is a note: 'NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.' There is also a note about file size: '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, there are three buttons: 'Select from Account', 'Upload Documentation', and 'Continue Application »' (which is circled). To the right of these buttons is a 'Save and resume later:' button with a document icon.



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最后一页 “Step 3: Review”（第 3 步：审查）显示。审查您提供的信息。如需更改，请单击相应的 “Edit”（编辑）按钮。

**请注意：**如果 “Applicant”（申请人）信息需要更新，您需要填写相应的修改，然后再完成续期。选择 “Save and Resume Later”（保存且稍后继续）按钮。完成修改，然后继续进行续期。

单击 “Continue Application”（继续申请）按钮。

[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

[Edit](#)

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

#### Application Information

[Edit](#)

**BACKGROUND DATA**

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

[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:](#)

在“Step 4: Pay Fees”（第 4 步：支付费用）上，您续期的费用显示在“Application/Renewal Fees”（申请/续期费用）下方。您可以“Checkout”（结账）以提交并为您的续期支付费用，或者您可以“Continue Shopping”（继续购物）以提交并在其他时间为您的续期支付费用。

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 »

如果您选择“Checkout”（结账），请遵照流程查看您的购物车并结账。

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结账后，您可以返回“Manage My License”（管理我的执照）屏幕，查看您的续期状态。

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"/> | 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 |                           |             |