



# Division of Licensing Services

## Apply for an Appearance Enhancement or Barber License Online!

The NYS Department of State, Division of Licensing of Services, is pleased to offer faster service and easier access to obtaining a license in New York State. Please follow these simple instructions explaining the online process:

### Step 1:

Proceed to the following website: <https://aca.licensecenter.ny.gov>

The screenshot shows the New York State License Center website. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this is a search bar and a 'Search all of NY.gov' button. The main content area features a 'Welcome to New York State License Center' message and a 'Get Started' section with two options: 'I need a NY.gov ID' and 'I have a NY.gov ID'. A callout box points to the 'I have a NY.gov ID' option with the text: 'If you already have an account select 'I have a NY.gov ID''. Another callout box points to the 'I need a NY.gov ID' option with the text: 'If you don't have an account select 'I need a NY.gov ID''. Below the 'Get Started' section, there is a 'Center Services' section with a link to 'Individuals licensed to do business in the... for licenses your business needs'.

### Step 2:

- If you do not have an account, select 'I need a NY.gov ID' and follow the online instructions for creating an account.
- If you already have an account, select 'I have a NY.gov ID' and sign into your account

### Step 3:

Once you have created your account, click 'Apply now for a new license or permit'

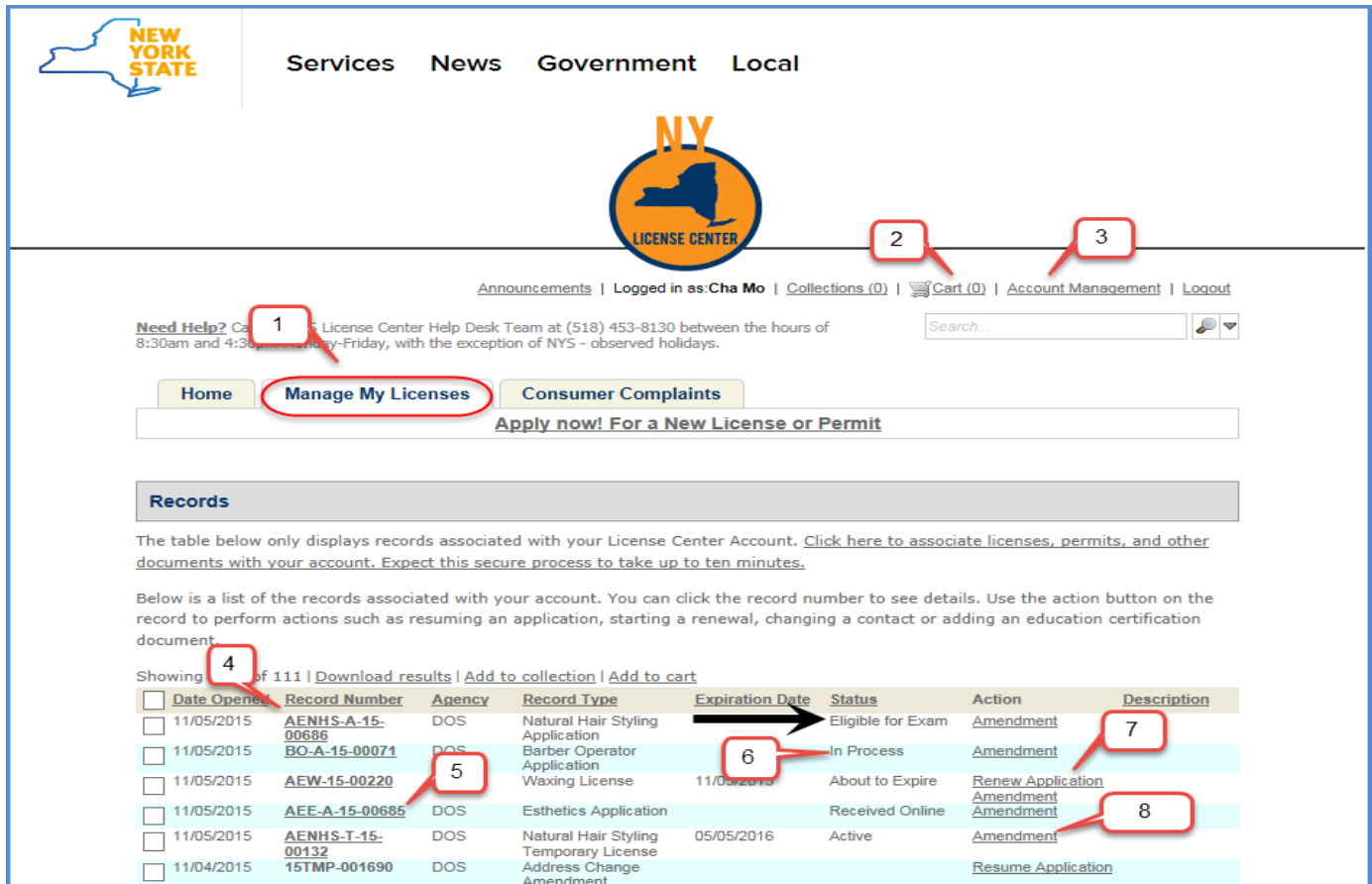


**Step 4:**

You should complete the application process following the online instructions. Upon submission of your online application, you will receive email confirmation of receipt of the application by the Division of Licensing Services. Please note that temporary licenses will be approved immediately if the submitted application meets the criteria.

For a complete detailed online instructions booklet, click on the following link: [Applicant User Guide for the License Center](#) or download the guide at <https://www.dos.ny.gov/appearance-enhancement-business>

**Here are other actions you can accomplish online!**



The screenshot shows the NY License Center website interface. At the top, there are navigation links for Services, News, Government, and Local. Below this is the NY License Center logo. A user is logged in as 'Cha Mo'. There are links for Announcements, Collections (0), Cart (0), Account Management, and Logout. A search bar is present. Below the search bar are tabs for Home, Manage My Licenses (highlighted with a red circle and callout 1), and Consumer Complaints. A prominent button says 'Apply now! For a New License or Permit'. Below this is a 'Records' section with a table of records. The table has columns for Date Opened, Record Number, Agency, Record Type, Expiration Date, Status, Action, and Description. Callouts 2 through 8 highlight specific elements: 2 points to the 'Account Management' link; 3 points to the 'Logout' link; 4 points to the 'Record Number' column header; 5 points to a record number 'AEE-A-15-00685'; 6 points to the 'Status' column header; 7 points to the 'Amendment' action button for a record; and 8 points to the 'Amendment' action button for another record.

Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
11/05/2015	AENHS-A-15-00686	DOS	Natural Hair Styling Application		Eligible for Exam	Amendment	
11/05/2015	BO-A-15-00071	DOS	Barber Operator Application		In Process	Amendment	
11/05/2015	AEW-15-00220	DOS	Waxing License	11/05/2015	About to Expire	Renew Application	
11/05/2015	AEE-A-15-00685	DOS	Esthetics Application		Received Online	Amendment	
11/05/2015	AENHS-T-15-00132	DOS	Natural Hair Styling Temporary License	05/05/2016	Active	Amendment	
11/04/2015	15TMP-001690	DOS	Address Change			Resume Application	

1. Open 'Manage My Licenses' tab to access your NY License Center Records.
2. Save applications and complete them at your convenience.
3. Access 'Account Management' and view, edit and/or remove account information.
4. Click on 'Record Number' to schedule exam(s) for eligible applications.
5. Click on any 'Record Number' to view your record information for any particular record.
6. View the 'Status' of each of your license(s) and license record(s).
7. Click 'Renew Application' and renew those Licenses eligible for renewal.
8. Click 'Amendment' to change your license record information.

Department of State, Division of Licensing Services, <https://dos.ny.gov/licensing-services>