NEW YORK STATE OF OPPORTUNITY.
Division of Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

Barber Shop Owner or Area Renter Application

For a faster and easier process, the Division of Licensing Services encourages applicants to apply online. Using online services provides a quicker turnaround time on your application and updates and allows you to view and access your license records throughout the license process.

Visit our website at: www.dos.ny.gov

Please see the online section of these instructions for more information.

Read the instructions carefully before completing the application. All fields are mandatory, incomplete applications will be returned, delaying licensure. Any omission, inaccuracy or failure to make full disclosure in an application or supporting documentation may be deemed sufficient reason to deny a license, or, if a license is issued could result in the suspension or revocation of a license.

Who must apply for a Barber shop owner or area renter license?

You must obtain a **Barber Shop Owner's** license to own, control or operate a barber shop, whether as a sole proprietor, partner, shareholder or officer. See chart on page 4. **Any licensed operator working at a barber shop and NOT employed by the owner of the business is an independent contractor and must obtain an area renter license.**

Note: A shop owner's license does not permit you to practice barbering. Each person performing such service must be licensed as a barber operator by the Department of State.

What is an "Area Renter"?

An Area Renter is a licensed operator who works in a Barber shop but who is *not employed by the owner*. If you are an Area Renter, you are an independent contractor and must obtain an Area Renter license in addition to your operator's license. An Area Renter's license alone does *not* allow you to provide customer services.

What are the general requirements for barber shop as area renter licenses?

Barber shop owner or Area renters must:

- be at least 18 years old;
- comply with all federal, state and local health and safety laws, rules, regulations and codes including the Americans with Disabilities Act; and
- operate the business or rent at the location listed on the license.

Are there any barbering prohibitions?

Yes.

1. A business license will not permit the practice of barbering at your business location if you have not first obtained a barber shop license pursuant to Article 28 of the General Business Law.
2. Apprentice barbers must be sponsored or supervised by a licensed barber, not a licensed natural hairstylist, and may not be employed by an Appearance Enhancement Business.
3. An apprentice barber may not own a barber shop or rent space in a barber shop.

What should I do if I close my shop?

You should notify this department of shop closure. A Barber Shop may be closed by downloading the Business Closing Form (DOS-1960) from our website and mailing the completed form to our office. There is no fee for the notification of closure.

When a shop closes it will cancel all Area Renter licenses associated with it; any Area Renter associated with the closed shop must apply for a new Area Renter license to be associated with a new shop.
You may also submit this request online. See online section for more detailed instructions.

What do I do if the shop I'm renting in closes?

When the barber shop you rent from closes it will cancel your Area Renter license. You must apply for a new Area Renter license to be associated with a new business. You may also submit this request online.

Why do I need to provide my email address on the paper application?

Your email address will be used to create your NYS License Center account. Most communications will be sent via email. If you change your email address in the future you will need to log into your account and update it with the new email address.

What is the fee, term of licensure?

A nonrefundable, $60 application fee must be submitted with the application. Licenses are issued for full four-year terms, automatically expiring four years after the effective date.

What forms of payment do you accept?

You may pay by check or money order made payable to the Department of State. You may also pay by American Express, MasterCard or Visa, using a credit card authorization form or when applying online. Do not send cash. **Application fees are nonrefundable.** A $20 fee will be charged for any check returned by your bank.

Child Support Statement

A Child Support Statement is mandatory in New York State (General Obligations Law) regardless of whether or not you have children or any support obligation. **Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended.** The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under §175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

Information on Online Services:

For a faster and easier process, the Division of Licensing Services encourages applicants to apply online. Using online services provides a quicker turnaround time on your application and updates and it allows you to view and access your license records throughout the license process.

For more complete instructions and other online information see the FAQ's at http://www.dos.ny.gov/licensing/lc-faq.html

What transactions and information are available online?

- Complete an initial application
- Check the status of an application
- Renew your license
- Schedule an examination and view the results
- Check the status of a license
- Amend license information
- Request a duplicate license

How do I register for an account within the NYS License Center (NYSLC)?

In order to register for an account within the NYS License Center (NYSLC), you must first register with My NY.gov. If you are not currently registered with My NY.gov, from our website http://www.dos.ny.gov/licensing/licensecenter.html Click on the 'Create my Account' link, this brings you to the My NY.gov registration site; select 'I need a NY.Gov ID' and follow the registration for My NY.gov. Once you are registered with My NY.gov, select the NYS License Center option from the options available to you on My NY.gov. In the NYS License Center, click on the 'Account Management' link in the top right hand corner. Complete the required fields and this data will pre-populate on all new applications created using your account. Once you have completed and saved this data, click on the 'Home' tab to proceed.

What if I already have a My NY.gov Account?

If you are already registered with My NY.gov, go to My NY.gov and sign in, then select the NYS License Center option from the options available to you on My NY.gov. This will create your NYS License Center Account. In the NYS License Center, click on the 'Account Management' link in the top right hand corner. Complete the required fields and this data will pre-populate on all new application created using your account. Once you have completed and saved this data, click on the 'Home' tab to proceed.

How do I apply for a license in NYS License Center?

To apply for a license at NYS License Center, you must create an account or login to your existing account. Follow these steps to apply for your license online:

- Register for an Account or Login to your account (see "How do I register for an account within the NYS License Center (NYSLC)" above)'
- Once you are logged in to NYS License Center, on the 'Home' tab select 'Apply now for a new license or permit'
- Follow the application instructions provided online
- Upload any supporting documentation
- Make payment and print confirmation page

You will be able to log in to your account and view the status of your application.

How do I create an additional license online?

To apply for an additional license, login to your account and click on the 'Manage My Licenses' tab and then select the 'Apply now! For a New License or Permit' link. Read and accept the terms and conditions and the system will guide you from there.

How do I renew a license online?

If you have an existing NYS License Center account, three months before your license is due to expire you will receive a renewal notice via email. The email contains a link to your account. Click on the link and proceed through the renewal application.

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If you do not have an existing account on NYS License Center, you will receive your renewal notice via mail three months before your license is due to expire. This notice will contain instructions for creating an account on NYS License Center.

What is my User ID for the online system?

When you create your account on My NY.Gov, you will create a unique user ID and use your email address. You will then be able to access your account via user ID.

How do I update my online account information?

There are two locations you are required to update your online account information. You need to update your data at My NY.gov and on your NYS License Center account.

At My NY.gov, see the FAQs for information on managing your account.

Login to your NYS License Center account, on the top row you will see a link titled 'Manage My Licenses'. From there you will be able to update your account information by completing a contract change amendment.

How is the Shop Owner Affirmation completed online?

If the shop owner has an online account through NYS License Center they will receive an email containing a pin number and instructions for completing the affirmation online. If the shop owner does not have an online account, the Area Renter applicant will be instructed to upload the shop owner affirmation certificate.

How do I close my shop online?

- To close your shop online, you first need to login to your account
- Click on the 'License' tab
- Your list of licenses is displayed, click the business you want to close and click the 'Amendment' link
- Select 'Close Business Amendment'
- Complete the application as directed
- You will receive an email confirming the closure of your shop

PRIVACY NOTIFICATION

Do I need to provide my Social Security and Federal ID numbers on the application?

Yes, if you have a social security number or Federal ID number, you are required to provide this number. If you do not have a social security number or Federal ID number, please provide a written explanation.

The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.

Barber Business Applicants

(§130 of the General Business Law explains New York State's naming devices for businesses.)

If the business is owned by . . .	
ONE INDIVIDUAL **with no business name** *(Any name other than your own first and last name is considered to be an assumed name — see below)*	***Then you MUST enter…*** the owner's personal name in Applicant Information **and** Business Information
ONE INDIVIDUAL **with an assumed name** *(In this case, the assumed business name must be filed with the County Clerk in the county in which the business is located. If the business was recently purchased and the same name is to be used, the new owner must file a Certificate as Successor-in-Interest with the County Clerk)*	the owner's personal name in Applicant Information **and** the trade name in Business Information
A PARTNERSHIP *(In this case, a partnership business certificate must be filed with the County Clerk in the county in which the business is located)*	a general partner's name in Applicant Information **and** the partnership name in Business Information *(the individual named in Applicant Information must be the person who signs the application)*
A CORPORATION *(In this case, a certificate of incorporation must be filed in the Department of State's Division of Corporations)*	one officer's name in Applicant Information **and** the corporation name in Business Information *(the individual named in Applicant Information must be the person who signs the application)*
A CORPORATION **with an assumed name** *(In this case, the business must file the assumed name with the Department of State's Division of Corporations)*	one officer's name in Applicant Information **and** the assumed name in Business Information *(the individual named in Applicant Information must be the person who signs the application)*
A LIMITED LIABILITY COMPANY *(In this case, the articles of organization must be filed in the Department of State's Division of Corporations)*	one officer's name in Applicant Information **an**d the limited liability company name in Business Information *(the individual named in Applicant Information must be the person who signs the application)*

WOULD YOU LIKE TO REGISTER TO VOTE?

Please visit the NY State Board of Elections at www.elections.ny.gov/votingregister.html or call **1-800-FOR-VOTE** to request a NYS Voter Registration form.

To register online, please visit www.ny.gov/services/register-vote.

FOR OFFICE USE ONLY

APPLICATION NUMBER
BSO BSAR -A-____ - _____

FEE $60

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Division of Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
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Read the instructions before completing this application. You must answer each question and PRINT responses in ink.

➡ **I am applying for licensure as (CHECK ONE)** ☐ **New Barber Shop** ☐ **Area Renter**

Applicant Information

First Name	Last Name	Middle Name	Suffix

Home Address (provide street number and street name)	Suite, Apt., Unit

City	State	Zip+4	County	Country

Mailing Address (provide PO Box here)				
City	**State**	**Zip+4**	**County**	**Country**

E-Mail Address	Social Security Number	Federal Taxpayer ID

Date of Birth	Home Phone	Mobile Phone	Business Phone

Business Information

Business Name				
Business Address (provide street number and street name)				
City	**State**	**Zip+4**	**County**	**Country**
Business Mailing Address (provide PO Box here)				
City	**State**	**Zip+4**	**County**	**Country**

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Background Data

ALL APPLICANTS (New Barber Shop Owner and Area Renter) MUST ANSWER QUESTIONS 1-3

YES or **NO**

1. Have you ever been convicted in this state or elsewhere of any criminal offense that is a misdemeanor or a felony? ☐ ☐
   ➔ **IF "YES,"** submit a written explanation giving the place, court jurisdiction, nature of the offense, sentence and/or other disposition. You must provide a copy of the accusatory instrument (*e.g.*, indictment, criminal information or complaint) and a Certificate of Disposition from the court. If you possess or have received a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must provide a copy of same.

2. Are there any criminal charges (misdemeanors or felonies) pending against you in any court in this state or elsewhere? ☐ ☐
   ➔ **IF "YES,"** you must provide a copy of the accusatory instrument (e.g., indictment, criminal information or complaint) from the court.

3. Has any license or permit issued to you or a company in which you are or were a principal in New York State or elsewhere ever been revoked, suspended or denied? ☐ ☐
   ➔ **IF "YES,"** you must provide all relevant documents, including the agency determination, if any.

NEW BARBER SHOP OWNER APPLICANTS ONLY MUST ANSWER QUESTION 4

4. Will you have a licensed barber employed at all times as required by law? ☐ ☐

AREA RENTER APPLICANTS ONLY MUST ANSWER QUESTIONS 5 AND 6

5. What is your barber operator *License Unique ID Number? UID # _____

6. What is the *License Unique ID Number of the barber shop in which you will be renting space? UID #_____

**The License Unique ID Number (UID) is found in the upper left corner of the license certificate.*

NEW BARBER SHOP APPLICANTS ONLY MUST ANSWER WHICH STATEMENT (7-11) APPLIES

YES or **NO**

7. I own this business and the Trade Name Certificate has been filed in the Office of the County Clerk where the business is located. **By signing this application, you are certifying compliance with this requirement.** ☐ ☐

8. I am a member of this partnership and the Certificate of Partnership has been filed in the Office of the County Clerk where the business is located. **By signing this application, you are certifying compliance with this requirement.** ☐ ☐

9. I am a partner of this limited partnership and the Certificate of Limited Partnership has been filed with the NYS Department of State, Division of Corporations. **By signing this application, you are certifying compliance with this requirement.** ☐ ☐

10. a. I am an officer of this corporation and the New York State Certificate of Incorporation has been filed with the NYS Department of State, Division of Corporations. **By signing this application, you are certifying compliance with this requirement.** ☐ ☐
    b. I am an officer of this foreign (out of state) corporation and an Application for Authority to do business has been filed with the NYS Department of State, Division of Corporations. **By signing this application, you are certifying compliance with this requirement.** ☐ ☐

11. I am a (member) (manager) of this Limited Liability Company, and a copy of the filing receipt has been filed with the NYS Department of State, Division of Corporations. **By signing this application, you are certifying compliance with this requirement.** ☐ ☐

➢ If you are applying as an **individual** or **sole proprietor**, complete the following items 1 and 3.

➢ If you are applying as a **corporation, partnership** or **limited liability company**, skip item 1 and go directly to item 3.

➢ If you are apply as an **Area Renter**, complete the following items 1, 2 and 3.

Barber Shop Owner or Area Renter Application

1. Child Support Statement

By signing 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.

2. Area Renter Affirmation — *If you are applying as an area renter, the barber shop owner must complete item 3 below.*

I affirm that I have read and understand the provisions of Article 28 of the General Business Law and the rules and regulations promulgated thereunder (19 NYCRR). I further certify, under the penalties of perjury, that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued.

Area Renter's Signature X _____ *Date* _____

Print Name in full _____

3. Barber Shop Owner Affirmation — *Signature of the barber shop owner is required below if you are either renting an area to someone or applying for a new barber shop owner license.*

I affirm that I have read and understand the provisions of Article 28 of the General Business Law and the rules and regulations promulgated thereunder (19 NYCRR). I further affirm that Workers' Compensation Insurance/Disability Benefits for all employees, if applicable, has been secured. I further certify, under the penalties of perjury, that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued.

Barber Shop Owner's Signature X _____ *Date* _____

Print Name in full _____

Barber Shop Owner's Telephone Number _____

Barber Shop Owner's Email Address _____

Please remember to include with this application any required explanations or statements along with your application fee (payable to NYS Department of State).
If you wish to pay by credit card, please visit our website at www.dos.ny.gov to obtain a credit card authorization form to complete and return with this application.
It is important that you notify this division of any changes to your business and email address so you can receive renewal notices and any other notifications pertinent to your license.