New York State
Department of State
Division of Licensing Services
Appearance Enhancement
P.O. BOX 22049
Albany, NY 12201-2049
Customer Service: (518) 474-4429
https://dos.ny.gov

Cosmetology 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 it allows you to view and access your license records throughout the license process.

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

For more complete instructions and other online information see the FAQ's at: https://dos.ny.gov/cosmetology

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.

What does the practice of Cosmetology cover?

The practice of Cosmetology includes providing the services of natural hair styling, esthetics, nail specialty and waxing and also includes providing services to the hair, head, face, neck or scalp of a human being, including but not limited to shaving, trimming, and cutting the hair or beard either by hand or mechanical appliances and the application of antiseptics, powders, oils, clays, lotions or applying tonics to the hair, head, or scalp, and in addition includes providing, for a fee or any consideration or exchange, whether direct or indirect, services for the application of dyes, reactive chemicals, or other preparations to alter the color or to straighten, curl, or alter the structure of the hair of a human being.

Who must apply for a Cosmetology license?

Any person practicing Cosmetology as described above is required by law to have a Cosmetology license. A Cosmetology license will not permit you to operate a business; a separate business application must be completed, and a separate business license obtained.

What qualifications and supporting documents do I need to apply for licensure?

If you are at least 17 years old, you may apply for a Cosmetology license based on:

1) ***New York State Education and Examinations (eligible for temporary license)***

You must complete a 1,000 hour approved course of study and pass both the New York State written and practical examinations to get a license to operate in this state.

Effective June 17, 2020, all operator applicants qualifying based on the completion of NYS education must complete a 1-hour course on Domestic Violence and Sexual Assault Awareness. Visit https://dos.ny.gov/licensing-services to complete the course before submitting your application.

On a paper application the school director must complete and sign the **Affirmation of New York State Approved School** section of the application form.

For an online application using Appearance Enhancement/Barber License System, you must enter the curriculum code listed on your school certificate. Schools participating in the online certification program will affirm the completion of the course for the student through Appearance Enhancement/Barber License System. For schools that are not participating in the online certification program, you must upload your school certificate when you have reached the "Affirmation of NYS Schooling" section of the online application. The system will notify you which method is required based on the curriculum code selected.

After your application is reviewed and accepted, you will receive an email that explains the examination process in detail.

2) ***Education Outside of New York State or the United States (eligible for temporary license)***

We may waive the New York State schooling requirement if you can document an equivalent level of schooling from another state or country. You must submit **all** three of the following documents:

(1) a school certificate;

(2) a school transcript listing subjects and hours completed;

AND

(3) a current Certification of Licensure from your state board **or, if not licensed,** a current Certification from your state's board verifying the hours claimed.

After your application is reviewed and accepted, you will also be required to pass both the New York State written and practical examinations to obtain a Cosmetology license in this

state. You will receive information that explains the exam process in detail.

3) **Experience:** ***5 years outside New York State***
Any individual having five years of legal experience in an occupation equivalent to cosmetology may apply for a New York State license by submitting satisfactory evidence of education and experience.

Within the United States experience:

(1) An original certification from the licensing agency you were previously licensed with.

(2) Two experience statements filled out by former employers, co-workers, clients, that can claim your experience in the state for at least five years. These experience statements must include **EXACT** dates (month and year of start of service and month and year of end of service), location (city, state, shop name) and specific services that you performed.

(3) **Copy** of tax returns which indicate cosmetology as occupation.

Outside of the United States experience:
Evidence may include but is not limited to:

(1) Official certification from the licensing authority in your country or verification from the Consulate that a license is not required to practice this occupation in your country.

(2) Detailed letters from employer(s) in your country specifying **EXACT** dates of employment, location and specific services that you performed.

(3) Detailed letters from your client(s), or coworker(s), in your country specifying **EXACT** dates of service, location and specific services you performed.

(4) **Copy** of passport which indicates cosmetology as occupation, drivers' license, workbook with cosmetology experience, or any photo identification.

(5) **Copies** of course curricula and diplomas/certificates for education completed in your country.

(6) **Copy** of tax returns which indicate cosmetology as occupation.

After your application is reviewed and accepted, you may obtain a Cosmetology license in New York State without examination or further education.

4) ***Endorsement/Reciprocity***
An applicant who holds a Cosmetology license in another jurisdiction may obtain a Cosmetology license in New York through endorsement or reciprocity. Refer to our website *www.dos.ny.gov* for a Cosmetology endorsement or reciprocity list to determine if you qualify for licensure based on endorsement or reciprocity.

An applicant must submit a copy of the original certification dated within 6 months from the jurisdiction where s/he holds an equivalent license.

5) ***Previous New York State Licensure***
An individual who fails to file an application and fee for renewal within five years of the expiration date cited on the individual's license shall be ineligible for such license until he/she passes a written exam. Proof of previous licensure may be required.

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

Your email address will be used to create your Appearance Enhancement/Barber License System 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.

How do I schedule my examination once my application has been approved?

Scheduling exams will only be available through your online account.

Once your application has been approved you will receive an email notifying you that you may now schedule your exam. If you applied online through the Appearance Enhancement/Barber License System you will be able to log into your account to schedule your examination. If you applied by submitting a paper application to the Division of Licensing Services, the email will be sent to the email address you included in your application. If you have indicated that you require special testing arrangements, you will be contacted by a representative from the Division of Licensing Services to have your examination scheduled for you.

Can I work before passing the state exams?

Yes. Two six-month temporary licenses are available to applicants who want to work while completing the examination process. Only applicants applying based on education obtained in New York State or the United States are eligible for temporary licensure. Applicants may apply for a temporary license renewal once they have passed the written or practical examination. Once you pass both examinations, a four-year license will be issued.

What are the fees and terms of licensure?

$40 - Original application license fee (for all applicants). For those applicants who are not required to pass the examinations (e.g., applying based on 5 years of legal experience or reciprocal applicants already licensed in another state), this is the only fee that is required.

$10 - 6 month temporary license fee.

$10 - 6 month temporary license renewal fee (separate application).

Please Note: If applying for an original application and a temporary license, you may submit one $50 application fee. Separate application fees are not required.

The term of licensure is four years. The term for a temporary license is 6 months.
$15 - Exam fee (to be collected when you schedule your examination online)

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.

Do I need a physical to be licensed?

Yes. You need to be examined by a physician, physician's assistant or nurse practitioner to apply for a license in Cosmetology. Your **physician, physician's assistant or nurse practitioner** must complete and date the Health Certification section of the application or the Health Certification Form (DOS-1948) if you are applying online. You must submit your application within 30 days after the certification is signed and dated.

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.

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.

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 _____

FEE $40 or $50

Department of State
Licensing Services

New York State
Department of State
Division of Licensing Services
Appearance Enhancement
P.O. BOX 22049
Albany, NY 12201-2049
Customer Service: (518) 474-4429
https://dos.ny.gov

Cosmetology Application

Read the instructions before completing this application. You must answer each question and PRINT responses in ink.

Please select one of the following qualifying choices.
I am applying for licensure ($40 application fee required) based on:

☐ 1. New York State Education and Examinations (completion of a 1,000 hour approved course of study)
☐ 2. Previous New York State Cosmetology Licensure – License UID #_____ Expiration Date _____
☐ 3. Education outside of New York State or the United States
☐ 4. Experience: 5 years outside of New York State or the United States State _____ Country _____
☐ 5. Endorsement/Reciprocity – Enter name of state _____

If you selected choice 1, 2 or 3 from above, you may apply for a six month temporary license (requires an additional $10 fee) which allows you to practice while taking the New York State Exams.

☐ **I am requesting a six month temporary license. ($40 + $10 = $50 application fee required)**

If you selected choice 1, 2 or 3 from above, you will be emailed a link to schedule an examination once your application has been approved.

☐ **I require special testing arrangements.**
If you have a learning disability or any physical, mental or psychological disability and request special testing arrangements, you must submit a completed "Special Testing Arrangements Request" Form (DOS-1591) with your application. You must also submit supporting documentation from a physician, other qualified professional or evidence of prior accommodations from a school or other institution describing your condition and an explanation of any modifications requested. Once your application has been approved, you will be contacted by a NYS Licensing representative to schedule your examination.

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

Health Certification – You must submit this application within **30 days** after your physical examination.

I am a duly licensed physician, physician assistant or nurse practitioner and in the course of a routine examination of the person named on this application on _____ *(Date of Examination),* I found no clinical evidence of the presence of infectious or communicable disease which would pose a significant risk or direct threat to the health or safety of members of the public in the conduct of the applicant's occupation.

Print Name of Physician _____

Address of Practice _____

_____

Physician's Signature _____ *Date* _____

DOMESTIC VIOLENCE AND SEXUAL ASSAULT AWARENESS STATEMENT

☐ I certify that I am qualifying based on the completion of NYS education and have completed the 1 hour course on Domestic Violence and Sexual Assault Awareness or that I am exempt from this requirement.

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.

Applicant Affirmation – I affirm, under the penalties of perjury, that the statements made in this application are true and correct. I further affirm that I have read and understand the provisions of Article 27 of the General Business Law and the rules and regulations promulgated thereunder.

X_____ _____

Applicant's Signature *Date*

Cosmetology Application

If you are applying based on New York State Education and Examinations, your school's director or principal must complete the following:

Affirmation of New York State Approved School

School Name		
School Address (provide street number and street name)		
City	State	Zip+4
School Curriculum Code (Five digit numerical code assigned by NYS Department of State)		
School Director's or Principal's Name in Full (print)	Title (Director or Principal)	
Applicant's Name in Full (print)		

I subscribe and affirm under the penalties of perjury that the above-named school is duly licensed pursuant to §5001 of the Education Law and/or approved by the Board of Regents of the State of New York. The person named on this application has successfully completed a 1,000 hour approved course of study on *(date)*_____ .

_____ _____

Signature of School Director/Principal *Date*

School Seal

Please remember to include with this application any required explanations and statements along with your application fee (payable to NYS Department of State) — $50 for application and temporary license; OR $40 for application only. A $20 fee will be charged for any check returned by your bank. 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 residence and email address so you can receive renewal notices and any other notifications pertinent to your license.