



1025 Capital Center Dr Ste 200 Frankfort, KY 40601 (502)-564-4262 KBC@ky.gov

Joni Upchurch, Executive Director

RENEWAL/RESTORATION REMINDER

6/16/2026

Dear Kentucky Licensees

We are excited to announce that biennial license renewals will open
July 1, 2026!

Please note that license renewals will now occur biennially (**every even-numbered year**) during the renewal period of July 1 through July 31. Your renewal will cover a two-year licensing period, upon submission of your renewal and fee your license will **expire on July 31, 2028**.

NOTE: You are essentially prepaying for your credentials in advance. While the *cost per year* remains the same, the total amount due at checkout doubles because you are purchasing a two-year license.

Those professionals who currently **hold an Inactive status** will be charged for each year the license remained inactive, plus the new renewal fee, plus the late fee. If you hold an inactive license, to avoid higher costs, we encourage you to renew your license(s) prior to June 30, 2026.

To ensure a smooth and efficient renewal process, please follow the important guidelines outlined below.

To renew/restore access the portal **using Google Chrome or Edge**. Navigate to the license you wish to **renew** and **click the three dots to reveal all options** to the right of your license, select the option to renew.

Please take your time to complete your renewal, as **this year's application requires additional uploads**. We encourage license holders to log in early to renew in July, if possible, to avoid higher traffic periods.

Recurring login users may have their credentials saved; this is highly encouraged. If you do not remember your password, click [forgot password](#) to reset, this information should never be shared.

New users or users who did not save their credentials and cannot access their account must create a new account using an email address that has never been used in the licensing system. **Email addresses cannot be shared between multiple license holders**, as this will cause login and account access issues.

If your license details are not visible, choose the option [Dont see your license, click here](#) and follow the prompts to link your account using the information provided below:

Registration Code: «REGISTRATION_CODE»

License/Specialty Permit Number: «license_no»

To renew/restore your license, you will need the following:

Photo Requirements

- Use a photo taken within the last 6 months, be sure to turn off your live mode feature.
 - All photos must be a JPEG or PNG format. Photo types that will not reach us include but are not limited to HEIC (live photo), and PDFs.
- Stand facing forward.
- Capture the shoulders up.
- Use a solid white or light colored background
- DO NOT USE AI-GENERATED IMAGES or filters as these are not permitted.
- Please note what is NOT accepted. Photos that include your spouse, friends, family or pets, car-selfies, or photos that are too dark/bright/blurry that make features indistinguishable.

Government Issued Photo I.D.

- KAR requires a current Driver's License, State ID, Passport ID or Military ID recorded in the database.
- Expired Driver's License, State ID, Passport ID or a Military ID will not be accepted.
- Please upload a clear digital image of the government-issued ID.
- Photocopies will not be accepted.
- **Name changes outside of the renewal will cost \$25.00 for a reprint of licensure.**

Valid Email Address

- Used as a main source of communication between the Board and professional license holders

Valid Mailing Address

- Please double check your full address for accuracy
- Licenses should be mailed to your home or PO Box address only
- If you do not receive your license and it was mailed to a salon not owned or managed by you, a duplicate request will be required at the fee of \$25.00.

Current Employment Details.

- Employers will be required to list all employees/booth renters. This will be required to be updated within 30 days of any changes throughout the year.
- Managers are not authorized to remove themselves from a salon account. We encourage all managers who leave a salon location to email kbc@ky.gov to allow a 10-day notice to be sent to salon owners.

- Please avoid delays by encouraging your manager to renew prior to the renewal of the salon license or a HOLD will be placed on the salon account for manual review and release. **Salon licenses will be emailed to the email address you list during the salon renewal application.**

Name Changes (if applicable)

- Supporting legal name change documentation (such as a marriage certificate, divorce decree, or petition of name change court order)
- A valid government-issued photo ID reflecting the current legal name
- **We encourage you to complete your name change during the renewal application as this feature alone will be closed during renewals to avoid confusion.**

Felony Support documents (if applicable)

- Judgement of Sentence (obtainable from the courthouse)
- Letter from Probation or Parole Officer (if applicable)
- Letter from applicant with detailed explanation of the felony
- **It is the law to report felonies that have not previously gone before the board for review. Failure to do so may result in disciplinary action.**

Salon/Limited Facilities/School License holders:

Ownership requirements have changed during renewals, please be prepared to identify your type of ownership such as:

- Individual
- Partnership
- Corporation

Please be prepared to submit and attach legal documents for the contact person(s) in the event there are questions pertaining to inspections and or disciplinary action:

- Full legal name
- Mailing address
- Email Address
- Phone Number

If a business is registered with the Secretary of State Office:

- Upload the most recent annual report
 - To obtain this information please visit the Secretary of State website www.sos.ky.gov
 - Under Business Entity Search, type in your business name and click search
 - Select Show images
 - Choose the most recent annual report and print

Licensed School Owners:

Provide the following for the responsible party who will receive **service of process** in any disciplinary or legal proceedings in addition to the listed manager.

- Full legal name
- Mailing address
- Email address
- Phone number

What is service of process?

- **Service of process** is the formal, legal delivery of documents (for example lawsuits, subpoenas, or disciplinary notices) to ensure a person or company is properly notified that a legal action has been initiated against them.

Upon submission of your application and payment, a notification will be sent to you by email. Please continue to monitor your emails as our KBC administrative team manually reviews each submission for compliance.

Be sure to **save your receipts** in a safe location for all transactions completed with the board as payments are collected through a third-party vendor through the Commonwealth of Kentucky and you will be required to present should a situation arise.

If you do **not receive a hard copy of your personal license(s) within 60 days**, email kbc@ky.gov. Salon licensure will continue to be emailed to the listed contact submitted on the renewal application.

Additionally, we encourage all professional license holders to visit our website at www.kbc.ky.gov to check for updates and announcements you may have missed throughout the year.

Thank you for your patience with our staff, we are fully dedicated to providing the best possible service to each of our inquiries despite being a small team and handling thousands of professional licensing questions and concerns. KBC does experience a high volume of calls July through August. If you cannot reach us on the phone, please email us with your licensing information so we may identify you, review your account and better serve you.

If you have any questions, please contact us at KBC@ky.gov.

[Click here to access KBCs online renewal portal](#)

Sincerely,
The Kentucky Board of Cosmetology

