



RENEWAL/RESTORATION NOTICE

6/25/2025

We are excited to announce license renewals will open on July 1st, 2025! To ensure a smooth and efficient renewal process, please follow the important guidelines outlined below.

Your current license/permit expires

To renew/restore, visit www.kbc.ky.gov using Google Chrome or Edge choose the option Registration/LOGIN. Please take your time to complete your renewal, this years application will require careful review and thoughtful responses. We encourage all license holders to renew early in July to avoid high traffic periods.

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

To renew your license, **Log** into to your account, 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.

New users will need to **create a new account** with an email address never used before. Email addresses may not be shared between two license holders.

If you do not see your license number when you log into your account, scroll down and click on the blue link [Dont see your license? Click here to search for it](#). Enter your license number and **registration code**: «REGISTRATION_CODE»

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

- Passport-style photo, to meet these requirements for printing we suggest following:
 - a. Take the photo using your phone, **turn off the live mode option**
 - b. Stand facing forward
 - c. Take your photo in a well-lit room
 - d. Capture the shoulders up
 - e. Use a **solid light** color background
 - f. Avoid wearing sunglasses or hats
 - g. Photo must have been taken within the last 6 months
 - h. You may smile in your photo

*Kentucky has implemented a photo requirement for the past two (2) years, posting of licensure will be strictly enforced; failure to meet photo requirements may delay or prevent your license from being printed. It is important to **regularly check your emails for deficiency notices** to ensure compliance and timely processing of your license.*

*** NO AI Photos or Altered Photos will be accepted. ***

- Felony Support documents (if applicable)
 - a. Judgement of Sentence (obtainable from the courthouse)
 - b. Letter from Probation or Parole Officer (if applicable)
 - c. Letter from applicant with detailed explanation of the felony
- Valid Email Address
 - a. Used as a main source of communication between the Board and professional license holders
- Valid Mailing Address
 - a. Please double check your full address for accuracy
 - b. Licenses should be mailed to your home or PO Box address only
 - c. 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.
- Name Changes
 - a. Upload your Marriage Certification or Divorce Decree
 - b. Valid Drivers license or State ID
 - c. Petition of Name Change
 - d. Name changes outside of the renewal will cost \$25.00 for a reprint of licensure
- Current Employment Details. Employers will be required for listing 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.**

Upon successful completion of the renewal/restoration, a notification will be emailed. This verification may be posted in your salon or available on your phone for your state inspector to view until the hard copies arrive. If you **have not received a hard copy of your personal license(s) within 60 days**, email kbc@ky.gov Keep all receipts for your record. Salon licensure will be emailed.

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.

Regards,



Joni Upchurch
Executive Director
Kentucky Board of Cosmetology