



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

FINAL RENEWAL NOTICE

7/27/2026

Dear Licensees

Your current license/permit expires on xx-xx-xxxx Restoration fees will be assessed if not renewed by the above expiration date.

*Licenses **expired over 5 years** are no longer eligible to renew. Examinations and purchase of a new license will be required to continue to hold a license in the Commonwealth of Kentucky.*

Deadline to renew and avoid additional late fees is July 31st, 2026, 11:59PM EST. To ensure a smooth and efficient renewal process, please follow the important guidelines outlined below.

If you believe you are receiving this notice in error, please send a copy of your receipt to kbc@ky.gov include your legal name and license number for our team to review.

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

- Access the portal through the internet browser Google Chrome
- Login credentials
 - KBC does not have access to your login information, please be sure to save this information in a safe location.
- Current photo taken in the last six (6) months with a solid light color background (jpeg or png format only, be sure your *live* mode is turned *off* to avoid the white screen error or face cannot be detected)
- Valid Government photo ID
- Marriage Certificate, Divorce Decree or Petition of Name Change (if applicable for a name change)
- Felony Support documents (if applicable)
- Current Email Address
- Current Employment Details (Name and License number of Salon)
- Salon Owners will need the name and license number of all booth renters or employees (Required by law to disclose who is operating in the license facility)
- 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.](#)
- **Registration Code:** XXXXXXXXXXXX
- **License/Specialty Permit Number:** XXXXXXXXXXXX
- [Click here to access KBC's Online Application Portal](#)
- Be sure to **save your receipt** in a safe location as payments are collected through a third-party vendor and will be required to present should a situation arise.

- The Confirmation Page currently displays your Middle and Last name, please note that this specific view is actively under construction and undergoing development updates. Your license will print with your name correctly displayed.

Renewals will close on **Friday, July 31st, 2026, 11:59PM EST**. Please do not delay as there is typically high volume of calls and inquiries. ***Late fees will not be waived for those last-minute inquiries.***

- Office hours are Monday through Friday 8AM to 4:30PM EST.

If you have any questions, please contact us at KBC@ky.gov or visit our office located:

**1025 Capital Center Dr,
Ste 200 (second floor)
Frankfort, KY 40601**

Visitors must bring a valid state ID and their own device, KBC now offers guest Wi-Fi.

We urge you to renew as soon as possible, to avoid delays. Should you experience an error please send a screenshot or a short video to kbc@ky.gov include your legal Name, license number, salon name, salon license number (if applicable) with your inquiry.

Waiting on your manager to renew so you can renew your facility license or simply just curious about the status of your license or someone else?

Its easy to verify the status of a license holder. Visit www.kbc.ky.gov scroll to the bottom of the homepage and choose the license verification link. This service allows you to perform a license search for both individuals and facilities, providing information on licensing status, and offers the functionality to submit a complaint if necessary.

Be sure to follow our social media page <https://www.facebook.com/p/Kentucky-Board-of-Cosmetology-61587458070152/> for up-to-date announcements and information.

We appreciate your cooperation and thank you again for your ongoing professionalism and service to the industry.

Sincerely,
The Kentucky Board of Cosmetology

