

Kentucky Board of  
Cosmetology



111 St. James Ct. , Suite A • Frankfort, KY 40601 • (502)-564-4262 • [www.KBHC.ky.gov](http://www.KBHC.ky.gov)

## Out of State Transfer Application Instructions

### Application Requirements:

ALL requested information and fees must be provided with no changes to the printed form. Write legibly with ink or type, and state full legal name (name changes must be accompanied by official name change documents). Incomplete or incorrect applications WILL NOT be considered for licensure and will be returned to the applicant.

Out of State Applicants are required to submit the following documentation:

- Complete Out-of-State Transfer Application
- Endorsement fee and Application fee for the specific field of licensure.
- Copy of the applicant's Government Issued Photo ID.
- A copy of the applicant's high school/GED transcript or diploma. Transcripts or Diplomas issued in a foreign country must be submitted with an original, official translation of the document.
- Proof of successful completion of a nationally certified licensing examination approved by the Kentucky Board of Cosmetology.
- Applicant must request certification or official equivalent from the state licensing agency the applicant is transferring from be sent to the Board office for application processing. Out-of-State Transfer Applications cannot be processed without this certification on file at the board office.
- Applicants that have been convicted of a felony must submit documentation for review by the board. The following documentation must be submitted with the application: a typed and signed letter of explanation from the applicant, Judgment of Sentence, and if the applicant is currently on probation or parole a letter of good standing from the applicants probation/parole officer.

### Photo Requirements:

Must be a 2 x 2 passport photo of the applicant, taken within the past six (6) months, with no filters, adjustments, or objects obscuring the identity of the applicant. **NO photocopies or snapshots of the applicant will be accepted.**

### Application Submission:

All requested documentation, except license certification from the transferring state, must be submitted and received with the Out-of-State License Transfer Application for the applicant to be considered for Kentucky licensure. It is the applicant's responsibility to verify that license certification from the transferring state is on file at the board office prior to submitting the transfer application. Applications cannot be considered for transfer without this document.

Due to the high volume of applicants, application receipt or approval cannot be verified by the board office unless it has been 30 days from the mailing date. If verification of receipt is desired by the applicant then it will need to be mailing by traceable means, i.e. certified with signature required, Fed-Ex, UPS, etc. is required.

