

Kentucky Board of
Cosmetology



111 St. James Ct. , Suite A • Frankfort, KY 40601 • (502)-564-4262 • www.KBC.ky.gov

Military Transfer Application Instructions

Application Requirements:

ALL requested information 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.

Military Transfer Applicants are required to submit the following documentation:

- Complete Military Transfer Application
- Application fee listed 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.
- Copy of the Sponsor's Active Duty Military Orders.
- 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. 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 Military 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 mailing by traceable means, i.e. certified with signature required, Fed-Ex, UPS, etc. is required.



Military Transfer Application

ALL Application Requirements listed on the attached instruction page must be met for the applicant to be considered for licensure.

CHECK ONE:

**COSMETOLOGIST
NAIL TECHNICIAN
ESTHETICIAN
COSMETOLOGY INSTRUCTOR
ESTHETIC INSTRUCTOR
NAIL INSTRUCTOR**

License Fee: \$ 25.00

Fee Must Be Submitted With Application

Attach Photo Here

Date Photo Taken

Full Name: _____
 First Middle Maiden Last

Social Security # : _____ Date of Birth: _____ Gender: Male Female

Mailing Address: _____
 Street Address

_____ City State Zip Code

Phone Number: _____ Email Address (Required): _____

Years Licensed: _____ Transferring State: _____ License Number: _____

- Applicant must hold a current and active license in the transferring state or must meet the Kentucky hourly requirement for the equivalent field of licensure.

Have you been convicted of a felony? Yes No

I understand that withholding information requested on a KBC application, or giving false or misleading information, may be reason for denial of examination and/or licensure with the Kentucky Board of Cosmetology. I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge.

Applicant Signature: _____

For KBC Use Only: Applicant ID Number _____ Date Processed: _____
