

Kentucky Board of
Cosmetology



1049 US HWY 127 Annex #2 • Frankfort, KY 40601 • (502)-564-4262 • www.KBC.ky.gov

Permit Application Instructions

Application Requirements:

ALL requested information shall be provided with no changes to the printed form. Type and print application or write legibly with ink only. State full legal name (name changes shall be accompanied by official name change documents). A copy of the applicant's government issued photo I.D. and the required fee listed on the application shall be submitted with the application. Incomplete or incorrect applications WILL NOT be processed and will be returned to the applicant.

Applicants that have been convicted of a felony shall submit documentation for review by the board. The following documentation shall 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:

Shall 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.**

Permit Requirements:

All applicants shall submit proof of completion of a board approved online or live sanitation course completed within the past one (1) year.

Eyelash Artistry permits require proof of completion of a board approved certification program in addition to the sanitation course.

Proof of completion of required courses shall be submitted with the permit application.

All applicants shall submit a copy of the applicant's high school/GED transcript or diploma with the permit application. Transcripts or Diplomas issued in a foreign county must be submitted with an original, official translation of the document.

Individuals holding a specialty permit in the state of Kentucky may only provide services in a beauty salon, esthetics salon, or limited facility that is currently licensed or permitted with the Kentucky Board of Cosmetology.

Please Note:

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.

