



Barber Operator Application

For a faster and easier process, the Division of Licensing Services encourages applicants to apply online. Using online services provides a quicker turnaround time on your application and updates and it allows you to view and access your license records throughout the license process.

Visit our website at: www.dos.ny.gov

Please see the online section of these instructions for more information.

Read the instructions carefully before completing the application. All fields are mandatory, incomplete applications will be returned, delaying licensure. Any omission, inaccuracy or failure to make full disclosure in an application or supporting documentation may be deemed sufficient reason to deny a license, or, if a license is issued could result in the suspension or revocation of a license.

What does the “practice of barbering” cover?

The *practice of barbering* means providing for a fee (or any consideration) the following services upon the head of a human being:

- shaving or trimming the beard or cutting hair;
- giving facial or scalp massage with oils, creams, lotions or other preparations, either by hand or mechanical appliances;
- singeing, shampooing, arranging, dressing or dyeing hair or applying hair tonic; and
- applying cosmetic preparations, antiseptics, powders, oils, clays or lotions to scalp, face or neck.

You must obtain a license to practice barbering in New York State. A license to practice barbering does *not* allow you to operate a business. A separate Barber Shop license is needed to operate a business.

What qualifications do I need for licensure?

If you are at least 17 years old, you may apply for a **Barber** license based on an **apprenticeship, education, experience, previous**

NYS licensure or reciprocity. All applicants must complete a **one time course** of study regarding “the transmission of contagious diseases and the proper methods of sanitation and sterilization to be employed in barber shops. The course must be approved by the New York State Education Department and original proof of course completion must be submitted with this application.

1) **Apprenticeship** — To apply for a license based on an apprenticeship, you must have worked as a NYS-registered barber apprentice under the supervision of a NYS-licensed barber for two years.

On a paper application the barber must complete and sign the **Affirmation of Supervising Licensed Barber** section of the application form. The form must be submitted with the paper application.

On an online application, enter the Unique Identification Number (UID) for the supervising barber and s/he will receive an email with a pin number to verify supervisor status through NYS License Center system.

You will receive an email with information to schedule your practical examination online.

2) **Education Outside New York State** – To apply for a license based on education outside of NYS, you must submit a certification of licensure, course certificate and a transcript with a breakdown of topics covered in the course.

After we review and approve your application, you will receive an email with information to schedule your practical examination online.

3) **New York State Education** — To apply for a license based on New York State education, you must complete a barber course in a NYS-approved school. On a paper application the school director must complete and sign the **Affirmation of New York State Approved School** section of the application form.

For an online application using NYS License Center, you must enter the curriculum code listed on your school certificate. Schools participating in the online certification program will affirm the completion of the course for the student through NYS License Center. For schools that are not participating in the online certification program, you must upload your school certificate when you have reached the ‘Affirmation of NYS Schooling’ section of the online application. The system will notify you which method is required based on the curriculum code selected.

After we review and approve your application, you will receive an email with information to schedule your practical examination

Barber Operator Application

online. To obtain information on approved schools, call the New York State Education Department at (518) 474-3969 for information about proprietary (private) schools or at (518) 486-1547 for public schools.

4) **Experience** — You must have at least three years of experience in the practice of barbering in another state or country to apply for a license based on experience. Submit a copy of an original certification from the state board through which you are licensed and two **Experience Statements** (available on our website). After we review and verify your experience and approve your application, you will receive an email to schedule your practical examination online.

5) **Previous New York State Licensure** — An individual who fails to file an application and fee for renewal within five years of the expiration date cited on the individual's license shall be ineligible for such license until he/she passes a practical examination. Proof of previous licensure may be required.

6) **Reciprocity** — Because of the similarity in license standards in Maine, New Mexico and Pennsylvania, we will waive the NYS practical exam requirement if you supply a copy of an original Certificate from one of those states, along with your application and fee.

Why do I need to provide my email address on the paper application?

Your email address will be used to create your NYS License Center account. Most communications will be sent via email. If you change your email address in the future you will need to log in to your account and update it with the new email address.

How do I schedule my practical examination?

Scheduling exams is available online only. Once your application has been approved, you will receive an email notification that will direct you to the NYS License Center website. From there you are able to schedule your exam via the link provided. If you have indicated that you require special testing arrangements, you will be contacted by a representative from the Division of Licensing Services to have your examination scheduled for you.

Where are the available examination sites?

There are four practical exam centers, Albany, Rochester, New York City, and Long Island. You will schedule your exam for one of these locations.

What are the fees and terms of licensure?

The application fee is \$40. Your license will be valid for four years.

All applicants (except those who qualify under reciprocity) must take and pass a practical examination. A \$15 exam fee is required for each exam taken and will be collected when you schedule your examination online.

What forms of payment do you accept?

You may pay by check or money order made payable to the Department of State. You may also pay by American Express, MasterCard or Visa, using a credit card authorization form or when applying online. Do not send cash. **Application fees are nonrefundable.** A \$20 fee will be charged for any check returned by your bank.

Do I need a physical to be licensed?

Yes. You need to be examined by a physician, physician's assistant or nurse practitioner to apply for a license in Barbering. Your **physician, physician's assistant or nurse practitioner** must complete and date the **Health Certification** section of the application or the Health Certification Form (DOS-1948) if you are applying online. You must submit your application within 30 days after it is signed.

Child Support Statement

A Child Support Statement is mandatory in New York State (General Obligations Law) regardless of whether or not you have children or any support obligation. **Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended.** The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under §175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

Information on Online Services:

For a faster and easier process, the Division of Licensing Services encourages applicants to apply online. Using online services provides a quicker turnaround time on your application and updates and it allows you to view and access your license records throughout the license process.

For more complete instructions and other online information see the FAQ's at <http://www.dos.ny.gov/licensing/lc-faq.html>

What transactions and information are available online?

- Complete an initial application
- Check the status of an application
- Renew your license
- Schedule an examination and view the results
- Check the status of a license
- Amend license information
- Request a duplicate license

Barber Operator Application

How do I register for an account within the NYS License Center (NYSLC)?

In order to register for an account within the NYS License Center (NYSLC), you must first register with My NY.gov.

If you are not currently registered with My NY.gov, from our website <http://www.dos.ny.gov/licensing/licensecenter.html> Click on the 'Create my Account' link, this brings you to the My NY.gov registration site; select 'I need a NY.Gov ID' and follow the registration for My NY.gov. Once you are registered with My NY.gov, select the NYS License Center option from the options available to you on My NY.gov. In the NYS License Center, click on the 'Account Management' link in the top right hand corner. Complete the required fields and this data will pre-populate on all new applications created using your account. Once you have completed and saved this data, click on the 'Home' tab to proceed.

What if I already have a My NY.gov Account?

If you are already registered with My NY.gov, go to My NY.gov and sign in, then select the NYS License Center option from the options available to you on My NY.gov. This will create your NYS License Center Account. In the NYS License Center, click on the 'Account Management' link in the top right hand corner. Complete the required fields and this data will pre-populate on all new application created using your account. Once you have completed and saved this data, click on the 'Home' tab to proceed.

How do I apply for a license in NYS License Center?

To apply for a license at NYS License Center, you must create an account or login to your existing account. Follow these steps to apply for your license online:

- Register for an Account or Login to your account (see "How do I register for an account within the NYS License Center (NYSLC)" above)
- Once you are logged in to NYS License Center, on the 'Home' tab select 'Apply now for a new license or permit'
- Follow the application instructions provided online
- Upload any supporting documentation
- Make payment and print confirmation page

You will be able to log in to your account and view the status of your application.

How do I create an additional license online?

To apply for an additional license, login to your account and click on the 'Manage My Licenses' tab and then select the 'Apply now! For a New License or Permit' link. Read and accept the terms and conditions and the system will guide you from there.

How do I renew a license online?

If you have an existing NYS License Center account, three months before your license is due to expire you will receive a renewal notice via email. The email contains a link to your account. Click on the link and proceed through the renewal application.

If you do not have an existing account on NYS License Center, you will receive your renewal notice via mail three months before your license is due to expire. This notice will contain instructions for creating an account on NYS License Center.

What is my User ID for the online system?

When you create your account on My NY.Gov, you will create a unique user ID and use your email address. You will then be able to access your account via user ID.

How do I update my online account information?

There are two locations you are required to update your online account information. You need to update your data at My NY.gov and on your NYS License Center account.

At My NY.gov, see the FAQs for information on managing your account.

Login to your NYS License Center account, on the top row you will see a link titled 'Manage My Licenses'. From there you will be able to update your account information by completing a contact change amendment.

I am applying online, how do I notify this department of my physical examination?

All applicants need to be examined by a physician, physician's assistant or nurse practitioner to apply for a license in Barbering. The license application must be submitted within 30 days after an examination by a physician, physician's assistant or nurse practitioner and must include their name and contact information on the application. The Health Certification Form (DOS-1948) must be completed and can be downloaded from the Department of State website.

On your online application using NYS License Center, you must utilize the information contained on the completed Health Certification form. You are required to enter information from this form into the health certification fields within the system.

Please note: This completed Health Certification Form is subject to audit by an investigator to ensure compliance with this requirement. Evidence of this form must be maintained on your work premises for audit purposes.

I am applying online based on Apprenticeship, how will my Supervising Barber complete the Affirmation?

If your supervising barber has an online account through NYS Licensing Center, they will receive an email with instructions for completing the affirmation online. If your supervising barber does not have an account you will be instructed to upload the affirmation certificate.

Barber Operator Application

PRIVACY NOTIFICATION

Do I need to provide my Social Security and Federal ID numbers on the application?

Yes, if you have a social security number or Federal ID number, you are required to provide this number. If you do not have a social security number or a Federal ID number, please provide a written explanation.

The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.

WOULD YOU LIKE TO REGISTER TO VOTE?

Please visit the NY State Board of Elections at www.elections.ny.gov/votingregister.html or call **1-800-FOR-VOTE** to request a NYS Voter Registration form.

To register online, please visit www.ny.gov/services/register-vote.



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

Barber Operator Application

Read the instructions before completing this application. You must answer each question and PRINT responses in ink.

I am applying for licensure based on (“✓” only ONE):

- _____ 1. Apprenticeship – Barber Apprentice Registration UID# _____ Expiration Date _____
- _____ 2. Education Outside NYS
- _____ 3. NYS Education
- _____ 4. Experience (3 years out of state) State _____ Country _____
- _____ 5. Previous NYS Barber Operator License – UID # _____ Expiration Date _____
- _____ 6. Reciprocity – Enter name of state _____

If you selected choice 1, 2, 3, 4 or 5 from above, you will be emailed a link to schedule a practical examination once your application has been approved.

_____ **I require special testing arrangements.**

If you have a learning disability or any physical, mental or psychological disability and request special testing arrangements, you must submit a completed “Special Testing Arrangements Request” Form (DOS-1591) with your application. You must also submit supporting documentation from a physician, other qualified professional or evidence of prior accommodations from a school or other institution describing your condition and an explanation of any modifications requested. Once your application has been approved, you will be contacted by a NYS Licensing representative to schedule your examination.

Applicant Information

First Name		Last Name		Middle Name		Suffix	
Home Address (provide street number and street name)						Suite, Apt., Unit	
City		State		Zip+4		County	Country
Mailing Address (provide PO Box here)							
City		State		Zip+4		County	Country
E-Mail Address			Social Security Number			Federal Taxpayer ID	
Date of Birth		Home Phone		Mobile Phone		Business Phone	

Background Data

YES or NO

1. Have you completed an approved infection control course? _____

→ (Note: You are required to complete this course and must attach the original course completion certificate with this application unless previously submitted with an apprentice application.)

Barber Operator Application

YES or NO

2. Have you ever been convicted in this state or elsewhere of any criminal offense that is a misdemeanor or a felony? _____
- IF "YES," submit a written explanation giving the place, court jurisdiction, nature of the offense, sentence and/or other disposition. You must provide a copy of the accusatory instrument (e.g., indictment, criminal information or complaint) and a Certificate of Disposition from the court. If you possess or have received a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must submit a copy with this application.
3. Are there any criminal charges (misdemeanors or felonies) pending against you in any court in this state or elsewhere? _____
- IF "YES," you must provide a copy of the accusatory instrument (e.g., indictment, criminal information or complaint) from the court.
4. Has any license or permit issued to you or a company in which you are or were a principal in New York State or elsewhere ever been revoked, suspended or denied? _____
- IF "YES," you must provide all relevant documents, including the agency determination, if any.

If you are applying based on Apprenticeship, this section must be completed by your supervising barber:

Affirmation of Supervising Licensed Barber

Supervising barber's name in full (print)	Supervising barber operator license Unique ID Number*
---	---

* The License Unique ID Number is found in the upper left corner of the license certificate

I, the undersigned, subscribe and affirm under the penalties of perjury, that the named applicant practiced as a registered apprentice barber under my supervision and direction during the time period indicated and while I was duly licensed as a barber under provisions of the General Business Law (Article 28).

Supervising Barber's
Signature

X _____ Date _____

Apprenticeship Dates

From _____ From _____ From _____
To _____ To _____ To _____

Health Certification – You must submit this application within 30 days after your physical examination.

I am a duly licensed physician, physician's assistant or nurse practitioner and in the course of a routine examination of the person named on this application on _____ (Date of Physical Examination), I found no clinical evidence of the presence of infectious or communicable disease which would pose a significant risk or direct threat to the health or safety of members of the public in the conduct of the applicant's occupation.

Print Name of Physician _____

Address of Practice _____

Physician's Signature _____ Date _____

Barber Operator Application

Child Support Statement

By signing this application, I certify that as of the date of this application, I am not under an obligation to pay child support **OR** if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support, or I am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.

Applicant Affirmation – I affirm, under the penalties of perjury, that the statements made in this application are true and correct. I further affirm that I have read and understand the provisions of Article 28 of the General Business Law and the rules and regulations promulgated thereunder.

X _____
Applicant's Signature

Date

If you are applying based on New York State Education, your school's director or principal must complete the following:

Affirmation of New York State Approved School

School name		
School address (provide street number and street name)		
City	State	Zip+4
School Curriculum Code (Five digit numerical code assigned by NYS Department of State)		
School Director's or Principal's name in full (print)	Title (Director or Principal)	
Applicant's name in full (print)		

I subscribe and affirm under the penalties of perjury that the above-named school is duly licensed pursuant to §5001 of the Education Law and/or approved by the Board of Regents of the State of New York. The person named on this application has successfully completed an approved course of instruction of training on (date) _____.

Signature of School Director/Principal

Date

School Seal

Barber Operator Application

Please remember to include with this application any required explanations and statements along with your application fee of \$40 (payable to NYS Department of State) — A \$20 fee will be charged for any check returned by your bank. If you wish to pay by credit card, please visit our website at www.dos.ny.gov to obtain a credit card authorization form to complete and return with this application.

It is important that you notify this division of any changes to your residence and email address so you can receive renewal notices and any other notifications pertinent to your license.

NOTE: Please familiarize yourself with exam expectations by visiting our website.

Become an Organ and Tissue Donor

Organ donors save lives. If you would like to be an organ and tissue donor upon your death, you may enroll in the NYS Donate Life Registry online at www.donatelife.ny.gov/register or complete the form below. Completed forms should be sent to the NYS Donate Life Registry by email – Registry@donatelife.ny.gov or, mail - NYS Donate Life Registry, 185 Jordon Road, Troy, NY 12180.

Fields with an asterisk (*) are required for enrollment. Upon receipt of your completed enrollment form, you will be sent an email or letter confirming your enrollment and providing you with information on how to limit your donation. I understand that by opting out of enrolling in the NYS Donate Life Registry, or skipping this question, will not impact or impair my ability to obtain services from the New York Department of State, Division of Licensing Services.



*Last name _____

*First name _____

Middle Initial _____ Suffix _____

*Address _____

*Apt. Number _____ *Zip Code _____

*City _____

*Birth date ____/____/____ *Gender M F
MM DD YYYY

Email address _____

DMV or IDNYC Number _____

By signing below, you certify that you are:

- 16 years of age or older;
- Consenting to donate your organs and tissues for transplantation and/or research in the event of your death;
- Authorizing the New York Department of State, Division of Licensing Services to transfer your name and identifying information to the NYS Donate Life Registry for enrollment;
- and
- Authorizing the Registry to give access to this information to federally regulated organ procurement organizations and NYS-licensed tissue and eye banks and others approved by the NYS Commissioner of Health in the event of your death.

--	--

*Sign

*Date