



STATE OF NEW YORK
DEPARTMENT OF STATE
DIVISION OF LICENSING SERVICES
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ANDREW M. CUOMO
GOVERNOR

CESAR A. PERALES
SECRETARY OF STATE

November 4, 2013

Dear Appearance Enhancement Business:

The New York Department of State's Division of Licensing Services is pleased to announce a new online system that will be coming in the near future to the Appearance Enhancement and Barber industries. This system will provide a single electronic gateway for access to information and to obtain business and professional licenses and permits from New York State government agencies. It will allow electronic processing of applications, payments, online renewals, exam scheduling and change of information transactions to be performed through an applicant or a license online account. This new system will expedite processing of online transactions and provide timely updates to existing licensing information.

Below are some important changes that will be available with the implementation of this new system:

- Applicants will be able to schedule their written and practical examinations electronically. They can schedule exams in any convenient order, at a date and time of their choice and pay at the time of scheduling. Payments will no longer be accepted onsite.
- Appearance Enhancement and Barber Schools can electronically affirm the completed coursework for an applicant who submits an application through this system. Additionally, an applicant will have the option to upload his or her school documents.
- Applicants for an operator license, an area renter license or a business license will not have to submit documents through the mail. Businesses will be able to validate an area renter's employment request through an online affirmation process.
- Renewals may be completed online.
- Changes to a licensee's personal or business information can be made online.
- Applicants and licensees can monitor the process of their application through their online account.
- License certificates will be printed on a nightly basis, thus decreasing the time it takes to receive their license.
- Licensee status will be updated in real-time, allowing immediate public access to license information.

All licensees and applicants will receive another letter containing instructions on how to create a New York State License Center account (My NY.Gov) along with a PIN number that will link their online account to their license. By creating this account, a licensee will have the opportunity to manage their account, renew their license, make changes to their existing account and receive notifications from the New York Department of State.

To prepare for this change, we recommend that the industry assist us. For applicants currently in the exam phase of the process, we strongly encourage taking outstanding exams as soon as possible. A passing exam grade will secure their choice to either obtain a four-year operator license or apply for a temporary license. During the transition period from our existing system to this new system, there might be a short period of time that exams are not available.

We also recommend that all licensees and applicants create a NYS License Center account as soon they receive their PIN number in the mail and link their license information to this account. The Division will require this information for email notifications, and other forms of communications. The online application will allow for a much easier and quicker application process.

Information about this new system implementation will be available on the Department's website at www.dos.ny.gov/licensing under the News section of the webpage in the very near future. Any future planned training sessions will be posted on our webpage.

Please share this information with the operators and area renters at your business. The Division is very excited about introducing this new online system to the industry.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen M. McCoy".

Kathleen McCoy
Director, Division of Licensing Services