



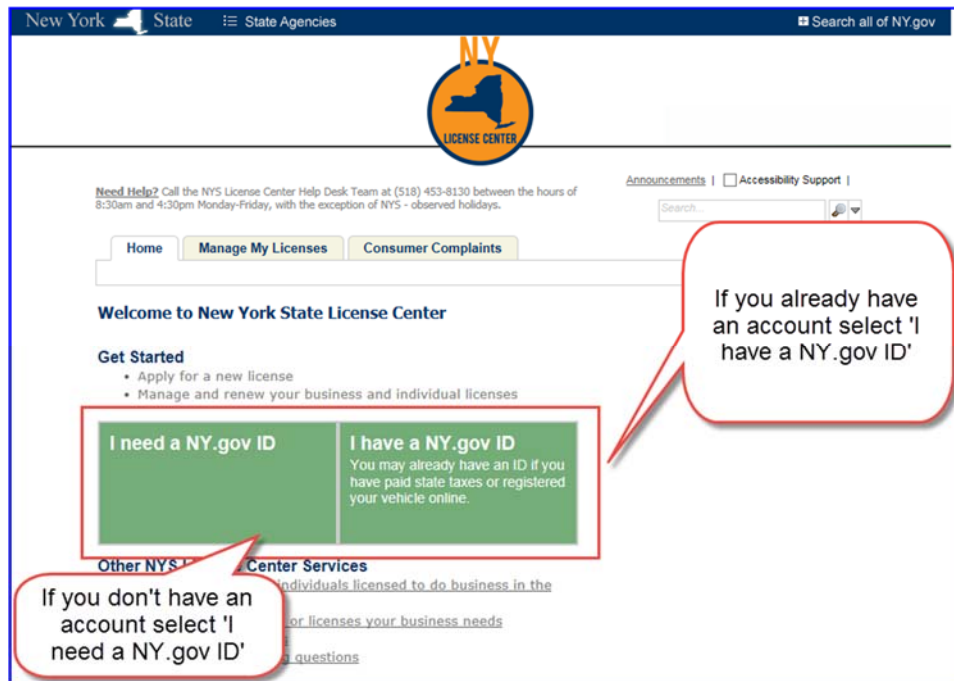
Division of Licensing Services

Apply for an Appearance Enhancement or Barber License Online!

The NYS Department of State, Division of Licensing of Services, is pleased to offer faster service and easier access to obtaining a license in New York State. Please follow these simple instructions explaining the online process:

Step 1:

Proceed to the following website: <https://aca.licensecenter.ny.gov>

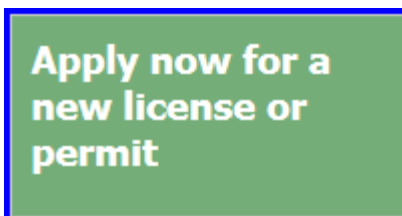


Step 2:

- If you do not have an account, select 'I need a NY.gov ID' and follow the online instructions for creating an account.
- If you already have an account, select 'I have a NY.gov ID' and sign into your account

Step 3:

Once you have created your account, click 'Apply now for a new license or permit'

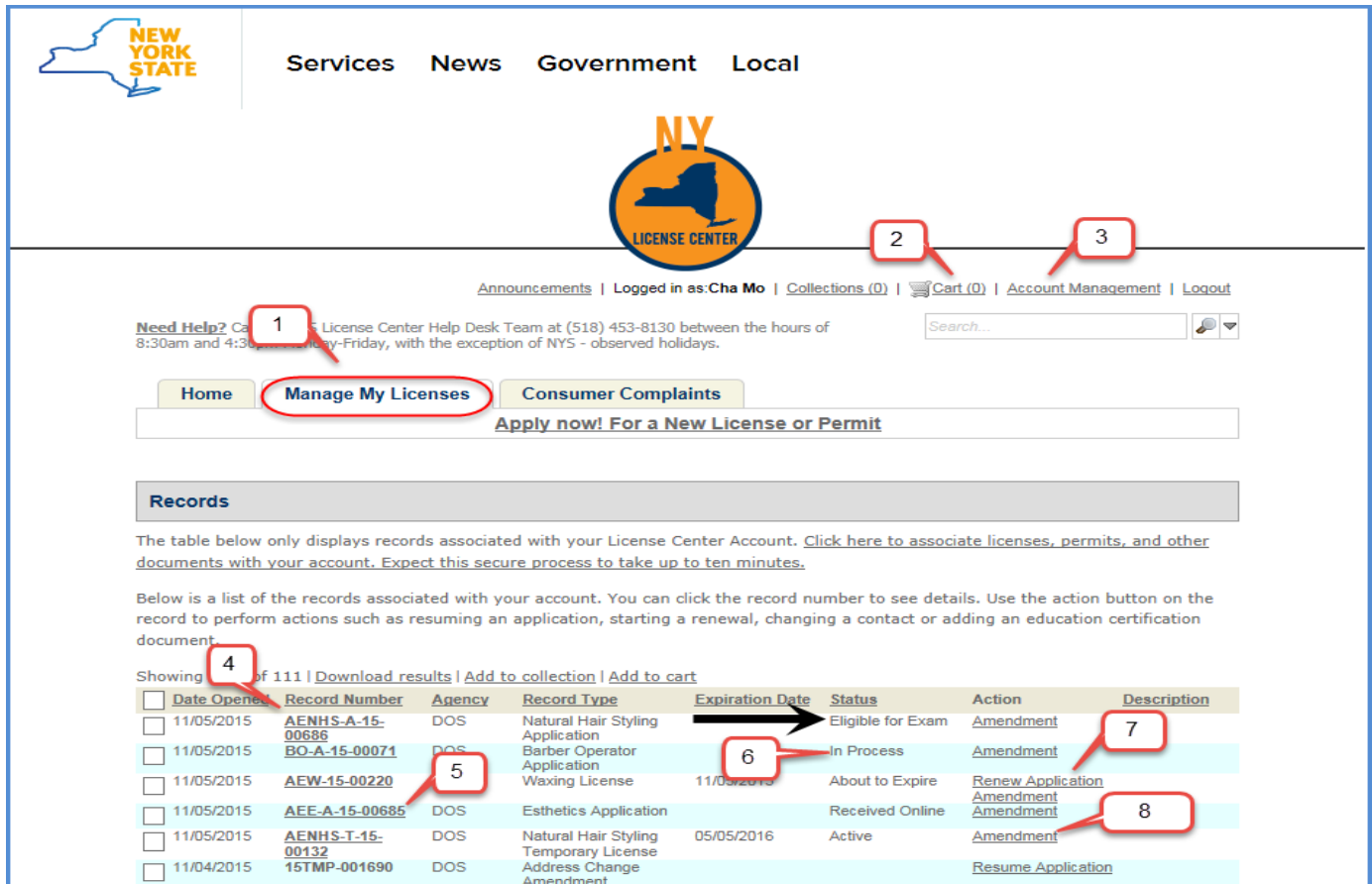


Step 4:

You should complete the application process following the online instructions. Upon submission of your online application, you will receive email confirmation of receipt of the application by the Division of Licensing Services. Please note that temporary licenses will be approved immediately if the submitted application meets the criteria.

For a complete detailed online instructions booklet, click on the following link: [Applicant User Guide for the License Center](#) or download the guide at <http://www.dos.ny.gov/licensing/appearance/appearance.html>

Here are other actions you can accomplish online!



The screenshot shows the NY License Center website. At the top, there are navigation links for Services, News, Government, and Local. Below this is the NY License Center logo. A navigation bar contains links for Announcements, Logged in as: Cha Mo, Collections (0), Cart (0), Account Management, and Logout. A search bar is also present. Below the navigation bar, there are tabs for Home, Manage My Licenses (highlighted with a red circle and callout 1), and Consumer Complaints. A prominent button says "Apply now! For a New License or Permit". Below this is a "Records" section. A text block explains that the table below displays records associated with the user's account. Below the text is a table of records with columns for Date Opened, Record Number, Agency, Record Type, Expiration Date, Status, Action, and Description. The table contains several rows of records. Callouts 2, 3, 4, 5, 6, 7, and 8 point to various elements: 2 points to the "Account Management" link; 3 points to the "Logout" link; 4 points to the "Record Number" column header; 5 points to a record number in the table; 6 points to the "Status" column header; 7 points to the "Amendment" action button in the table; and 8 points to another "Amendment" action button in the table.

1. Open 'Manage My Licenses' tab to access your NY License Center Records.
2. Save applications and complete them at your convenience.
3. Access 'Account Management' and view, edit and/or remove account information.
4. Click on 'Record Number' to schedule exam(s) for eligible applications.
5. Click on any 'Record Number' to view your record information for any particular record.
6. View the 'Status' of each of your license(s) and license record(s).
7. Click 'Renew Application' and renew those Licenses eligible for renewal.
8. Click 'Amendment' to change your license record information.

Department of State, Division of Licensing Services, www.dos.ny.gov/licensing