



# THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123  
Phone: (614) 466-3834 Fax: (614) 644-6880 [www.cos.ohio.gov](http://www.cos.ohio.gov)

## Request for Duplicate License

To request a duplicate license application this form must be completed and emailed to: [Duplicate.License@cos.state.oh.us](mailto:Duplicate.License@cos.state.oh.us)

Upon receipt of the request, a duplicate license application will be sent to the email address provided below. The Duplicate license application must be completed and returned to the Board office along with the required documentation and fee payment.

First	Middle	Last	Maiden		
Current Street Address		City	State	Zip Code	County
Board License Number	Email Address (Required)		Contact Number (include area code)		
Type of License:	Cosmetology	Manicuring	Esthetics	Hair Designer	Natural Hair IC

**Only one (1) duplicate license permitted to be issued per renewal period.  
February 1, 2017 - January 31, 2019**

### Notice on Collection of Personal Information

The Ohio State Board of Cosmetology collects personal information on this form principally to identify and evaluate an applicant's qualifications for licensure, issue and renew licensure and enforce the provisions of Section 4713 of the Ohio Revised Code. Submission of this information is mandatory and the Board cannot process your application without a complete and accurate profile that includes the information requested. Information submitted to the Board, **excluding** confidential personal information as listed under Section 149.43 of the Ohio Revised Code, may be disclosed in response to a request for public records, to another state or government agency as required by law, or pursuant to a court order. Your social security number is required by state law and federal law for purposes of child support enforcement (ORC 3123.50, 42 U.S.C. Section 666). Licensees may request to review the information maintained by the Ohio State Board of Cosmetology. Questions should be directed to the Board office. The Ohio State Board of Cosmetology maintains personal information data in an interconnected enterprise licensing data system that is accessed by other agencies authorized to engage in occupational and professional licensing in the state of Ohio. Access to personal information data maintained in the interconnected enterprise licensing system by participating agencies is strictly limited to purposes identified by each participant, in accordance with Section 1347.15 of the Revised Code.

I hereby request that in order to process my application, act upon renewal requests, and to respond to public requests to confirm my license/certificate status, my personal information be accessed in accordance with OAC 4713-1-13(E) and (G).

Signature

Date