



# THE OHIO STATE BOARD OF COSMETOLOGY

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

## Personal Name Change Form

(This form cannot be used for salon, tanning, or school facility changes, a Business Application must be submitted)

**Complete this form and submit to the Board office. A copy of the documentation that supports the name change must accompany this form.**

Acceptable documentation may include but is not limited to the following:

- Court Petition supporting a name change
- Citizenship Documents
- Marriage Certificate
- Divorce Decree

Submit completed form by:

- Mail: Ohio State Board of Cosmetology 1929 Gateway Circle Grove City, Ohio 43123.
- Fax 614-644-6880
- Email to: [Ohiocos@cos.ohio.gov](mailto:Ohiocos@cos.ohio.gov)

A license with your name change will not be printed unless requested. To request a duplicate license with your current name, go to [www.cos.ohio.gov](http://www.cos.ohio.gov), click on Forms and Applications and select "Duplicate Personal License Application" located under the **Personal Licensing** tab.

## NAME CHANGE

New Name: \_\_\_\_\_

Previous Name: \_\_\_\_\_

Your State Board License Number (Required): \_\_\_\_\_

## 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).*

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Signature

Date