



OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect the public through regulation and education of the cosmetology and barbering industries

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How to update a Barber Photo

- Log in to your Elicense account Dashboard.
- Select **OPTIONS** on your Barber license.

A screenshot of a web interface showing a license status. On the left, it says "EXP DATE" followed by "8/31/2022". To the right is a button labeled "OPTIONS" with a downward-pointing chevron.

- Click on **Submit Additional Documentation**.

A screenshot of a dropdown menu. At the top is a button labeled "OPTIONS" with a downward-pointing chevron. Below it is a list of options: "Renew", "Reinstate", "Change Name", "Change Address", "Send Verification", "Submit Additional Documentation" (highlighted in yellow), and "Duplicate Wall Certificate".

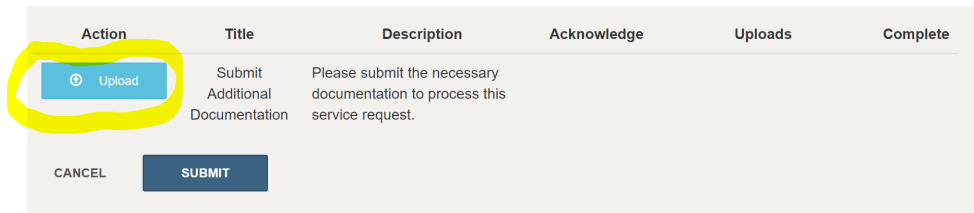
- Add the Reason for Submitting Additional Documentation.
“Updating Photo.”

A screenshot of a text input field. The field is labeled with an asterisk and the text "Reason for Submitting Additional Documentation Request". The text inside the field is highlighted in yellow.

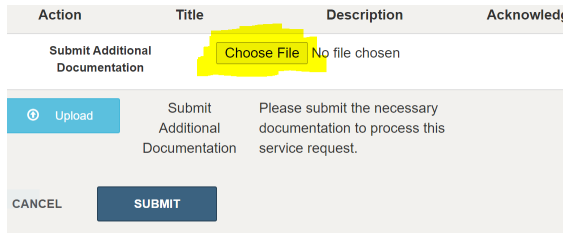
- Click Save and Upload Documents

A screenshot of a button labeled "SAVE AND UPLOAD DOCUMENTS". The button is dark blue with white text.

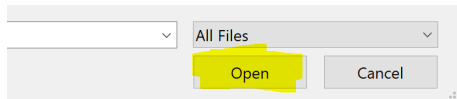
○ Click **UPLOAD**



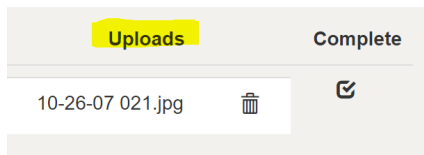
○ Select **CHOOSE FILE**



○ Click on your scanned/saved wallet size photo and click **OPEN**.



○ Once the photo is attached you will see it listed under **Uploads**.



○ Click **SUBMIT**

- The actual photo can be posted with the barber license once an **approved email** is received.

NOTE: Barber photo must include signature of barber on front of photo.