



# OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect and support the public through regulation and education, while promoting the integrity of the cosmetology and barbering industries.

1929 GATEWAY CIRCLE GROVE CITY, OHIO 43123

PHONE: (614) 466-3834 [WWW.COS.OHIO.GOV](http://WWW.COS.OHIO.GOV)

## MOBILE SALON LICENSE APPLICATION

If a salon has an existing disciplinary action, a change of ownership or name change may not take place until the action has been closed. You can contact the Board office to verify the status of a license.

If establishing two (2) types salons within one location (e.g. Manicuring and Esthetics), a separate application and fee is required for each.

After receiving an application, an opening inspection of the mobile salon will be scheduled. A mobile salon license will not be issued without an approved opening inspection.

Once the application has been approved, a business license will be mailed to the salon address listed. If you have not received your license within thirty (30) days of submitting the application, please contact the Board office.

**Business license must be received prior to opening business.**

Mobile Salons are required to follow the laws and rules found in Chapter 4713 of the Ohio Revised Code and Chapter 4713 of the Ohio Administrative Code, which govern the (practice of cosmetology) in Ohio.

Mobile salons must comply with all federal, state, and local commercial, transportation, environmental, and Sanitary regulations, and any applicable local zoning, building, and plumbing codes.

[CLICK HERE](#) to view the Laws and rules.

Salons are required (ORC 4713.081) to post the Sanitary Standards provided by the Board in a public and conspicuous place in the salon. [CLICK HERE](#) to access a copy of the standards.

All individuals providing services must be properly licensed or registered with the Ohio State Board of Cosmetology.

The status of a license or registration can be verified on the following website: <https://license.ohio.gov>

Salon licenses are not transferable from owner to owner or location to location.

**The completed application and required fee must be mailed to:**

**The Ohio State Cosmetology and Barber Board  
1929 Gateway Circle  
Grove City, Ohio 43123**

**Faxed applications will not be accepted.**

**If you have questions or concerns call: 614-644-6121**



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## MOBILE SALON LICENSURE APPLICATION

**FEE: \$75.00 (Non-Refundable/Non-Transferable)**

**MAKE CHECK or MONEY ORDER ONLY**

**MADE PAYABLE TO: TREASURER STATE OF OHIO**

**Application is a fill-in document and must be typed.**

**Applications that are illegible will be returned.**

<b>TYPE OF APPLICATION</b>				
<b>(Select only one type per application)</b>				
Cosmetology Salon (Hair, Nail, Skin Services )	New Salon	Change of Location	Change of Business Name	Change of Ownership
Manicuring Salon (Nail Services Only)	New Salon	Change of Location	Change of Business Name	Change of Ownership
Esthetics Salon (Skin Services Only )	New Salon	Change of Location	Change of Business Name	Change of Ownership
Hair Design Salon (Hair Services Only )	New Salon	Change of Location	Change of Business Name	Change of Ownership
Natural Hair Salon (Braiding and Natural Hair Services )	New Salon	Change of Location	Change of Business Name	Change of Ownership
Boutique Salon (Braiding and Threading Services Only)	New Salon	Change of Location	Change of Business Name	Change of Ownership
<b>SALON NAME &amp; LOCATION INFORMATION</b>				
<b>SALON NAME</b> (Name must match business sign)				
<b>SALON ADDRESS</b>	STREET			
	SUITE, UNIT OR STORE NUMBER:			
<b>PREVIOUS ADDRESS</b> (only if this is a change of address)	CITY:			
	STATE: OHIO	COUNTY:	ZIP CODE:	
<b>PREVIOUS ADDRESS</b> (only if this is a change of address)	STREET:			
	SUITE,UNIT OR STORE NUMBER:			
<b>PREVIOUS ADDRESS</b> (only if this is a change of address)	CITY:			
	STATE: OHIO	COUNTY:	ZIP CODE:	

<b>SALON PHONE NUMBER:</b>	
<b>SALON WEBSITE:</b>	
<b>SALON E-MAIL:</b>	

**OWNERSHIP INFORMATION**

<p><b>Sole - Proprietorship</b> (one owner)</p> <p><b>Owner DOB</b>    _____/_____/_____</p> <p align="center">Month      Date      Year</p>	<p>NAME:</p> <p>STREET:</p> <p>CITY:                      STATE: OHIO              COUNTY:</p> <p>ZIP CODE:                      PHONE NUMBER:</p> <p>SSN:                              EMAIL :</p>
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<p><b>Partnership</b> (two or more owners)</p> <p><b>Owner DOB</b>    _____/_____/_____</p> <p align="center">Month      Date      Year</p>  <p><b>Owner DOB</b>    _____/_____/_____</p> <p align="center">Month      Date      Year</p>  <p><b>Owner DOB</b>    _____/_____/_____</p> <p align="center">Month      Date      Year</p>	<p>NAME:</p> <p>STREET:</p> <p>CITY:                      STATE: OHIO              COUNTY:</p> <p>ZIP CODE:                      PHONE NUMBER:</p> <p>SSN:                              EMAIL :</p>  <p>NAME:</p> <p>STREET:</p> <p>CITY:                      STATE: OHIO              COUNTY:</p> <p>ZIP CODE:                      PHONE NUMBER:</p> <p>SSN:                              EMAIL :</p>  <p>NAME:</p> <p>STREET:</p> <p>CITY:                      STATE: OHIO              COUNTY:</p> <p>ZIP CODE:                      PHONE NUMBER:</p> <p>SSN:                              EMAIL :</p>
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<p><b>Corporation or LLC</b></p>	<p>NAME:</p> <p>STREET:</p> <p>CITY:                      STATE: OHIO              COUNTY:</p> <p>ZIP CODE:                      PHONE NUMBER:</p> <p>FEIN:                              EMAIL :</p>
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If you would like the initial license mailed to an address other than the salon address, please list the information below and include this page with the remaining application pages. Please note that this address can only be used for the initial licenses, all other correspondence will be mailed to the actual salon address.

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**RESPONSIBLE PARTY CONTACT INFORMATION ~ REQUIRED**

<p>The Authorized Representative is the individual legally authorized to sign official correspondence from the Board on behalf of the business.</p> <p>Salon address cannot be used. Address must be for the individual listed as the Authorized Representative.</p> <p>An Authorized Representative is not required to provide a social security number, but this information may be needed for electronic licensing system access.</p>	NAME:			
	STREET:			
	CITY:	STATE: OHIO	COUNTY:	
	ZIP CODE:	PHONE NUMBER:		
	SSN:	EMAIL :		

**NOTE: If you have included confidential personal information in this application, you must sign the “Notice on Collection of Personal Information” below. (Example of confidential personal information is a social security number.**

**Notice on Collection of Personal Information**

The Ohio State Cosmetology and Barber Board 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 Sections 4709 and 4713 of the Ohio Revised Codes. Submission of this information is mandatory for all licensees and business owners, 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. Social security numbers are required to be collected from all licensees and licensed business owners by state and federal law for purposes of child support enforcement (ORC 3123.50, 42 U.S.C. Section 666), and may be necessary for Authorized Representatives for purposes of identification and electronic system access. Licensees may request to review the information maintained by the Ohio State Cosmetology and Barber Board. Questions should be directed to the Board office.

The Ohio State Cosmetology and Barber Board 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 4709-11 and OAC 4713-13.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## **Affirmation**

I affirm that:

- 1) all information contained in this application is true and accurate to the best of my knowledge and belief;
- 2) as the business owner, I understand that I am required to follow the laws and rules found in Chapters 4709 and 4713 of the Ohio Revised and Ohio Administrative Codes, as applicable, which govern the practice of barbering and cosmetology in Ohio; and
- 3) I understand that, while I have until the expiration date of the issued salon license to open for business, I am required to notify the Ohio State Cosmetology and Barber Board of any changes to the **open for business date listed in this application.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **LOCATION REPORTING INFORMATION**

A mobile salon must report operating locations and times to the board, on a form prescribed by the board, prior to providing services to the public. The mobile salon owner may report a weekly or monthly schedule of operating locations and times, in a manner prescribed by the board, in lieu of reporting each location separately. The hours and locations must be reported with sufficient accuracy to permit inspectors to conduct inspections of mobile salons in the same manner as permanently-placed salons; and

(7) Operation of a mobile salon shall cease promptly when:

(a) Waste water storage capacity has been reached;

(b) The toilet and or sink are non-functioning; or

(c) The mobile salon no longer has an adequate supply of clean water, or adequate waste water capacity for completing all cosmetology services.

To report the locations of a Mobile Salon, go to [www.cos.ohio.gov](http://www.cos.ohio.gov) click on Forms and Applications then select the Mobile Salon Location Change Form. This form is required to be submitted to the email address listed on the form.

**Business Transaction**

**Affidavit** - Complete if you are purchasing an existing salon with an "ACTIVE" license, involving only a change of ownership.

**This form does not need to be completed if your mobile salon is a new unit and has not previously been issued a license by the Ohio State Cosmetology and Barber Board.**

**Affidavit**

State of Ohio, County \_\_\_\_\_

I, hereby swear or affirm that an actual change of ownership has occurred regarding the business listed below.

Name of Business \_\_\_\_\_ Current Salon License # \_\_\_\_\_

Address \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of former Owner or Representative of Owner's Estate in the event of death of Owner:  
\_\_\_\_\_

(both must be signed in the presence of a notary)

Subscribed in my presence and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (Commission Expiration Date Required)

**NOTARY SEAL**