

BARBERS FAQ

Q: How do I get Certification of my license sent to another state?

A: Submit a letter requesting certification to the State Board. Provide us with your current name, address, phone number, permanent ID #, and the address where we need to send the certification back to. Send this information along with a \$15.00 check or money order made out to the "State of Michigan-Barbers". Mail this request to, PO Box 30018, Lansing, MI 48909.

Q: Can I renew my license online?

A: Yes, you may renew your individual license by visiting our website at www.michigan.gov/elicense. Establishments and schools are not able to renew online at this time.

Q: Can I apply for relicensure online?

A: No, you must either contact our office at 517-241-9201 or submit a written request to apply for relicensure. You may either e-mail your request to bcsinfo@cis.state.mi.us or mail it to: Board of Barber Examiners, PO Box 30018, Lansing, MI 48909.

Q: Can I change my address online?

A: Yes, at renewal time and if you pay for your renewal online. Otherwise, your address change must be submitting in writing by either e-mailing it to bcsinfo@michigan.gov, by faxing it to 517-373-1044, or by mailing it to: Board of Barber Examiners, P.O. Box 30018, Lansing, MI 48909. Your request should include your license number or social security number.

Q: How do I change my name on my license?

A: Please make a written request to our office to have your name changed. Your request should include your wall and pocket licenses, your permanent ID number or social security number, and a \$10.00 check or money order made out to the "State of Michigan-Barbers". Our mailing address is: Board of Barber Examiners, PO Box 30018, Lansing, MI 48909.

Q: My license was lost/stolen/destroyed, how do I get a new one?

A: Send a letter explaining what happened to your license along with your current name, address, phone number, social security number, and permanent ID number from your license (if known). Include a \$10.00 check or money order made out to the "State of Michigan-Barbers", and mail to: Board of Barber Examiners, PO Box 30018, Lansing, MI 48909.

Q: Can I come up to your office to pick up my license?

A: No, the licenses are not printed from this office and not available for pickup. Once the license is issued, you should receive it by mail in approximately one to two weeks.

Q: Are temporary licenses available?

A: No, statutory authority does not allow for the issuance of temporary licenses.

SHOPS

Q: Do I need a private entrance for my shop in my home?

A: No.

Q: I am just moving my shop from one suite to another, may I just make an address change on my license?

A: No. Licenses are issued to a specific address; therefore, you must submit a new application and all other required documentation (i.e. floor plan) to obtain a new license for the establishment. An inspection will take place after the license has been issued.

Q: I am just changing from a sole proprietorship to a partnership (or maybe a corporation, LLC or LLP). Since I am still the owner I do I have to file a new application?

A: Yes, this is considered a legal change in ownership; therefore, you do need to file a new application. You may download this application from our website at www.michigan.gov/commerciallicensing or you may contact our office at 517-241-9201 to have one mailed to you.

Q: I am opening a shop that will have both Barbers and Cosmetologists working in it. What do we need to do?

A: You will need to fill out two application packets - one for a Barber Shop and one for a Cosmetology Shop. There will need to be at least two shampoo bowls and two stations in the shop and you will need to indicate on your diagram which stations and bowls will be used by which profession.

NOTE: An establishment cannot be licensed by both professions if there is not at least two stations and two shampoo bowls.

Q: I am purchasing an existing shop, there is no lease agreement with the landlord will as I will be renting on a month-by-month basis so I am not able to send in a signed lease. What should I do?

A: You and the landlord will need to sign an agreement that lists both of your names, the date, the location address and a short statement that states you will be renting the listed location on a month by month basis. This signed agreement must accompany your application.

Q: Since I am submitting an application for a shop that is already existing, do I really need to send in a diagram with my application?

A: Yes.