



Policy – Address Changes

Policy Number: 012-12

Approved by the Board: September 10, 2012

Last Updated: September 24, 2012

- I. Purpose
 - a. The purpose of this policy is to provide guidelines for the Board to update current practitioner and licensee addresses, emails, and phone numbers in the licensee database.
- II. Authority
 - a. The Board may adopt rules and regulations as may be necessary for the administration of matters within the jurisdiction of the Board. K.S.A. 74-2702a.
- III. Policy and Procedures
 - a. Initial Licensure
 - i. For all initial licensure applications, the applicant must provide a current copy of their government-issued photo identification
 - ii. The address listed on the ID must match that listed on the licensure application
 - iii. Applicants for examination will not be admitted into the testing site without a valid, government-issued photo ID which reflects their current address
 - b. Address Changes
 - i. Online
 - 1. In the process of renewing a license online, licensees may review the address on record and make necessary changes
 - 2. User ID and password are required to access the online account and make changes
 - 3. User ID and password can be created by entering the license number and confidential registration code
 - ii. Paper/Phone/Email
 - 1. Requests for address change received on paper, by email, or over the phone may be updated if the licensee can verify the personal identification criteria
 - 2. Personal Identification Criteria:
 - a. Social Security Number
 - b. Date of Birth
 - c. Previous Address on Record
 - 3. Download Name/Address change form on www.kansas.gov/kboc, complete, sign and forward to KBOC office
 - iii. Other
 - 1. Office staff will automatically update addresses when a forwarding address is received from the U.S. Postal Service

2. Office staff will automatically update addresses when a signed, paper renewal is received with a corrected address
 3. Office staff will automatically update addresses when a copy of a valid, government-issued photo identification is received
- c. Facilities
- i. PO Box or C/O addresses may be used for facilities that are physically located in the same zip code as the PO Box or C/O address
 - ii. If the establishment has not received an inspection within the previous six month period, the physical location of the establishment must be verified by the Board office staff prior to updating an address to a PO Box or C/O address

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