



Policy – Duplicate and Replacement Licenses

Policy Number: 005-12

Last Updated: January 19, 2012

- I. Purpose
 - a. The purpose of this policy is to provide instructions for how and when a duplicate or replacement license may be issued to a licensee or establishment.
- II. Authority
 - a. The Board may refuse to issue or renew a license, or revoke, suspend, censure, limit or condition a license for the obtaining of, or the attempt to obtain, a license by fraudulent misrepresentation or bribery. K.S.A. 65-1908(a)(5).
 - b. The following fees shall be charged: Fee for a duplicate of any license - \$25.00. K.A.R. 69-11-1.
- III. Policy and Procedures
 - a. If the Board has issued a license and it has not been received, the applicant for licensure must wait at least 15 days before reporting they have not received it. This is to allow for delivery time.
 - b. After 15 days have elapsed, the licensee can visit the KBOC website and access the Application for Duplicate License form, indicating that they never received the license. A new license will be printed, stamped as a duplicate, and placed in the mail. No fee will be charged.
 - c. After 30 days have elapsed, a \$25 fee will be assessed for issuance of the duplicate license.
 - i. Note: All timelines are determined based on the date the original license was placed in the mail.

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