



KANSAS BOARD OF COSMETOLOGY
714 SW Jackson, Suite 100 • Topeka, KS 66603
Telephone: (785) 296-3155 • Fax: (785) 296-3002
E-mail: Kbc@ks.gov • Website: www.kansas.gov/kbc

APPLICATION FOR DUPLICATE FACILITY LICENSE

A copy of your current U.S. government issued photo ID may be requested if not already on file with the Board.

Facility Information
Facility name: _____ (Facility Name)
Address: _____ (Street) _____ (City/State) _____ (Zip) _____ (Phone Number)
Facility license number: _____ Expires: _____
Being duly sworn and deposed, I state the facility license has been (check appropriate one):
[] Destroyed
[] Lost
[] Stolen - if stolen please attach a copy of the police report.
[] Never received

Fee Payment \$25
Credit Card Payment \$25
1). Go to the Board website: www.kansas.gov/kbc
2). Select Payment Portal from the Top Menu Bar
3). Transaction Item = Duplicate License Fee
4). Record your Order ID # from your emailed receipt below
Order ID # _____
Check or Money Order Payment \$25
1). Complete this form
2). Make Check or Money Order Payable to the Kansas Board of Cosmetology
3). Mail form and payment to the Board office at the address provided above.

Attestation —At this point print this completed application
Once the form is signed, forward the completed application to the Kansas Board of Cosmetology address listed above.
I declare under penalty of perjury under the laws of the State of Kansas that the information provided is true and correct.
Signature Required: _____ Date: _____

(This portion for office use only) Approval Date: _____ Authorization: _____

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If you have questions about this form please e-mail vickie.rodriguez@ks.gov