



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

Tanning Establishment Renewal Form

FACILITY NAME: _____

LICENSE NUMBER: _____

ADDRESS: _____

*LICENSE EXPIRES: _____

*Renewals can be submitted no sooner than six weeks before the expiration date of the license. Renewals submitted prior to six weeks before the expiration date will be returned to the licensee and will not be retained by the Board office.

You must notify the Board office if you have not received your license within 30 days of the date of your renewal or application submission. Failure to do so may result in a \$25 duplicate license fee.

NON-REFUNDABLE FEES

To renew your license, complete this form and return it to the Board office.

\$ 75 fee for renewal licensure application submitted on-line or with a postmark prior to or on the expiration date of license.

\$100 fee for delinquency licensure application submitted on-line or with a postmark within 60 days after the expiration date of license.

\$200 fee for reinstatement licensure application submitted with a postmark within 60 days past the expiration date and one year of the expiration date of the license.

*Pursuant to Executive Order 21-22, no delinquent fee is required for licensees that expired or are set to expire between March 12, 2020 and May 28, 2021 if a completed renewal is received on or prior to May 28, 2021. Please note that the Governor's Executive Orders did not waive renewal fees entirely, only extended the deadlines and waived late fees. All renewal fees, for each renewal period, are due on or before May 28, 2021.

FEEMPAYMENT \$75 /\$100/\$200 (see above)*

Credit Card Payment \$75/\$100/\$200 (see above)

- 1). Go to the Board website: www.kansas.gov/kboc
2). Select Payment Portal from the Top Menu Bar
3). Transaction Item = Facility Renewal Fee
4). Record your Order ID # from your emailed receipt below Order ID # _____

Check or Money Order Payment \$75/\$100/\$200 (see above)

- 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

By signing this form, I certify that I am the owner or authorized representative of this establishment, which is located at the address listed above, and request renewal of my tanning facility license and I declare under penalty of perjury under the laws of the State of Kansas that the information provided is true and correct.

Owner's signature: _____
(Type or Sign)

Date: _____

Co-Owner's signature: _____
(Type or Sign)

Date: _____

E-mail address: _____

The Board is unable to accept incomplete applications. Failure to sign the attestation and/or submit the appropriate fee is an incomplete application. If a check or credit card payment is insufficient or denied, this is also viewed as an incomplete application. Either situation requires the renewal application be returned for your completion. Thereafter should you return the form with a postmark after your expiration date, a \$100 delinquent renewal fee is required.

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