

North Carolina Board of Cosmetic Art Examiners
121 Edinburgh South Dr, Suite 209
Cary, NC 27511
919-736-6123
www.nccosmeticarts.com



Duplicate Personal License Request

G.S. 88B-23(a) states that every apprentice, cosmetologist, esthetician, manicurist, and teacher licensed shall display the certificate of license issued by the Board within the shop in which the individual works.

The fee to receive a duplicate license is \$1.00 (G.S. 88B-20(c)) plus \$10 for postage and handling for a **total of \$11.00 with a money order or certified bank check preferred. The license can also be downloaded from your records through our website for no fee.**

Name

Address City, State, Zip

Phone, Email

I, _____, am requesting a duplicate of license

(Example: C12XX)

Licensee Signature

Last four Social Security Number

Overpayments will be returned for the correct amount due.

Steps for online request:

- a. Go to www.nccosmeticarts.com
 - b. click on "Login"
 - c. "User name/license" type in the full numeric portion of your license number e.g. 1234 [NO LETTERS]
 - d. "Password/pin" type in the last 4 digits of your social security number
 - e. The next screen may ask for the license type
 - f. Select Duplicate and follow the steps
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