

Barber or Barber Shop Renewal Form

Indiana License Renewal Application	Box #1 <u>Indicate License Number Here:</u>	Box #2 <u>Indicate Your Expiration Date Here</u>	Fee See Fee Information Below
	Box #3 <u>Indicate Your Name And Address Here</u>	Box #4 <u>Please Circle your answer to ALL the following questions: SINCE YOU LAST RENEWED YOUR LICENSE: (if yes to questions 1-3, please attach details of action taken)</u> 1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending? YES NO 2. Have you been denied a license, certificate, registration, or permit in any state? YES NO 3. Have you been convicted of or pled guilty to a violation of a federal or state law or are criminal charges pending? YES NO	
	Box #5 <u>Indicate Your Social Security Number Here</u>	I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge.	
	<u>Email Address (optional)</u>	Box #6 <u>Signature of Applicant</u>	Box #7 <u>Date Signed</u>
Make Check Payable and Mail To: Indiana Professional Licensing Agency		Mailing Address: 402 W. Washington St. Room W072, Indianapolis, IN 46204	

- Instructions: (Use one form for each license you are renewing):
 - **BARBER LICENSE:** Complete Box #1 through #7 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee. **PLEASE PRINT LEGIBLY, AS AN INABILITY TO READ YOUR RENEWAL FORM WILL CAUSE A DELAY IN THE RENEWAL OF YOUR LICENSE.**
 - **BARBER SHOP LICENSE:** Complete Box #1, 2, 3, 5, 6, & 7 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee.
- Fees: Renewal fee **\$40** if renewing on time. Renewals must be postmarked by your expiration date to be considered timely. If renewing late, see the fee information below.
 - **BARBERS AND BARBER SHOPS RENEWING ONE (1) DAY TO THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee and \$50 late for a total of **\$90**.
 - **BARBERS RENEWING MORE THAN THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee, \$40 restoration fee and \$50 examination fee for a total of **\$130**. Examination is required if renewing more than three (3) years past your expiration date.
 - **BARBER SHOPS RENEWING MORE THAN THREE (3) YEARS PAST THE EXPIRATION DATE:** \$40 renewal fee and \$40 restoration fee for a total of **\$80**. Application will be considered by the board after an inspection of the barber shop is completed.
- Name Change: When renewing by mail, please attach a copy of appropriate documentation (such as a copy of your marriage certificate, divorce decree, or social security card) to this form. If renewing online, submit your documentation to the address above. You might want to delay renewing online until your name has been updated so your license is correct.
- Duplicate Licenses: Duplicate licenses are only available online. If you lose your license or need a new one, log in (see Renew Online above) and select the “Duplicate License” option to order a replacement.
- License Verification: If you need to verify your license to another state or for other reasons, you may obtain a “Digital Certification” from our website. Go to www.pla.in.gov - select the License Express link. This is the only way that the Indiana Professional Licensing Agency verifies licensure.