



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
BARBERING AND COSMETOLOGY LICENSING
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

Anne L. Head, Esq.
Commissioner

Geraldine L. Betts
Administrator

LICENSE RENEWAL SEASON IS APPROACHING – COURTESY REMINDER & TIPS

Notice date: August 9, 2023

Dear Licensees,

LICENSES ARE DUE TO EXPIRE OCTOBER 31, 2023. The window to renew your Barbering & Cosmetology license(s) will open on SEPTEMBER 1, 2023, at which time you will receive a courtesy renewal reminder that will be sent to your current email address on file. We no longer print paper renewals, please visit the website to renew your license online - [Renewing online](#) is *fast and easy*.

In preparation for renewing your license(s), we hope the following information will provide guidance to ease your renewal process:

- **CREDIT CARD AUTHORIZATION** The most common problem is credit card acceptance. It is not our licensing system that rejects your credit card, it is your bank or your credit card company (“financial institution”). An area that may cause rejection of your credit card is if you enter a zip code in our license renewal system. Your zip code **MUST MATCH** the information your financial institution has for you in *their* files. If your zip code does not match your financial institution’s credit card information, the card will be rejected. We encourage you to please check with your financial institution before you begin the renewal process to ensure that the zip code you will enter is the exact information your financial institution has on file, including whether it uses the 5-digit zip code (04000) or 5-digit plus 4-digit code (04000-1234), this is critical. We **CANNOT** accept credit cards over the phone. You must resolve the matter with your financial institution to complete the renewal process.
- **PASSWORD/CHANGE OF EMAIL:** The password to renew your license was created by you. The Office cannot see your password and cannot help you. You will need to reset your password using the email address we have on file for you. *If your email address has changed* and you did not update your new email with our Office, you cannot receive information to retrieve a forgotten password. You must first update your email address, which you can do online by selecting “[Online Services](#)” then select “Update Contact Information.” Please make sure we have the correct email on file as all your information will be sent to this address. Your safest bet is to keep your password in a safe place where you can retrieve it. If, after all attempts, you cannot retrieve your password you can email or call the Barbering and Cosmetology Program and we can do an access code reset. This process takes considerable time and can slow down your renewal process greatly.

- **CHANGE OF OWNERSHIP/LOCATION (LEVEL 1 AND LEVEL 2 ESTABLISHMENTS)** If your establishment moved location and you have not notified the Program, you will not be allowed to renew the establishment license. Moving the location of an establishment requires approval by the Program *at the time you move location*. The Level 1 establishment owner must provide a “Report a Change in Location” which can be done [online](#) by selecting “Other License Updates and Online Requests” **this includes Level 2 establishments (formerly known as BOOTH) that are moving along with the Level 1 establishment to the new location.**

If you are a Level 2 licensee (formerly known as BOOTH) and have moved from one establishment to an entirely different establishment and different establishment owner(s), your current license is no longer valid. You need to file a new Level 2 application for your new location which can be done [online](#) by selecting “Apply for a license”. **Please DO NOT renew your old license at the old location as you will not be refunded the renewal fee.**

- **CHANGE OF NAME** You cannot change the name that is printed on your current license without having notified our Office, in writing, of the change. Submit your name change by notifying the Barbering and Cosmetology Program, in writing, which may be sent to this email barbercosm.lic@maine.gov before you’ll be able to renew your license. Be sure to provide your former name and new name as well as your license number. If you have multiple licenses, please indicate all licenses you hold in that email. Once we have updated your license record(s), you may then go Online and renew your license. Name change update requests will require processing time and may slow down your renewal process. As a reminder by law, [10 M.R.S.A. § 8003-G](#), you must notify the Office within 10 days of any changes to your license record, including name change.
- **REQUEST A DUPLICATE LICENSE:** After renewing your license, you will receive the license via email from noreply@maine.gov if you need to obtain another copy, you may visit the website, select “[Online Services](#)” and select “Request a Duplicate License.”
- **IF YOU HOLD MORE THAN 1 LICENSE WITH THE PROGRAM:** You must renew each license separately. *For example*, if you have a cosmetology license and an instructor license, do not assume if you renew the cosmetology license that your instructor license is automatically renewed, you must individually renew both licenses. Same applies for any combination of multiple licenses held including an establishment license.

Although renewals are processed as quickly as possible, please remember that ALL licensees for this Program are renewing at the same time, which will slow down our ability to respond to phone calls and emails quickly, which may take at least 2-3 days for return calls and to respond to emails. If you call and leave a voice message, *please do not send a duplicative email and vice-verse*, this duplication only serves to slow the process. Please know that your call or email will be responded to as quickly as possible.

You may begin to renew your license on September 1, 2023, not before. We encourage you to *please* renew sooner than later so that you have time to address and resolve problems before your license expires. **Please remember your license expires October 31, 2023, at midnight, and attempts to renew your license starting November 1, 2023, at 12:01 a.m. will require a \$50.00 late fee which is not waived.**