



THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123
Phone: (614) 466-3834 Fax: (614) 644-6880 www.cos.ohio.gov

How to Update Your State Board Photo Your photo **MUST** be updated every five (5) years

You must submit the following to update your State Board Photo:

- One recent wallet size photograph (see size guideline below)
- Photo must be an unobstructed full face, head and neck view.
- Must be space at bottom of photo to place Board approval sticker without covering face (Approximately 1 ½")
- A copy of your CURRENT, valid driver's license or state issued identification.
- Self-Addressed Stamped Envelope

Photo Paper Requirements:

Digitally produced photos **MUST** be printed on photo quality paper. Photo paper weight must be **at minimum 60 lb. and/or 200 GSM**. Polaroid or photos printed on basic printer paper will be rejected.

On the back of the photo print your name, address, Ohio license ID#, email address and phone number including area code. **Mail photo to:** Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, Ohio 43123

Once received the photo will be stamped, processed and returned to you within 7 business days.

Photos must follow size guideline below.



Approximate Minimum Photo Size

ATTENTION

Adequate space must be available from your chin to the bottom of the photo to allow for an official state board label.

Photos must meet requirements in order to be approved.



Approximate Maximum Photo Size