



OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect and support the public through regulation and education, while promoting the integrity of the cosmetology and barbering industries.

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How to Change Name, Location, or Ownership of an Existing Business License

These instructions will provide information on changing name or ownership of an existing licensed business. It is important to note that an ownership change of an existing licensed business is not a “new business.” When applying for an ownership change of a licensed business, **do not** select “New Business” as the license type.

Important Notes Before Getting Started:

- If this is a change of ownership, you will need to have a completed [Business Transaction form](#) (located on the Board’s website: www.cos.ohio.gov Forms and Applications/Business Transaction Form) scanned and saved to your desktop or accessible drive.
- You will need the name and license number of the existing licensed business.
- Complete your online application through the eLicense Ohio system at <https://elicense.ohio.gov/>.

Part 1: Creating an Individual Account on eLicense

You must have an eLicense Ohio login for yourself (as an individual) before you can apply for a license or renew a business licenses. If you are already registered on eLicense Ohio, because you have an individual license, this part is done. Otherwise, the steps for creating a login vary based on if you already have an individual Ohio license or an in-process license application.

Part 1 – Procedure 1: How to Create a New Individual Account:

Follow these steps if you do not have an existing Ohio license, have an existing Ohio license/ permit, but you have not yet created an individual account, or you need to create an account to manage a business license. Persons who have applied for and are in-process for an individual license/permit have already created an account and do not need to re-create an account.

- I. Begin by creating an account: Go to the Ohio eLicense site: <https://elicense.ohio.gov>



II. Click on – Login/Create Your Account



III. Once you click on Create Your Account, you will have two options:

1. If you never held a license or permit issued by the Cosmetology and Barber Board select -



IV. Complete the registration by entering the following information:

- First and Last Name
- SSN
- Date of Birth
- Email Address
- Create a Password (Review instructions carefully!)

V. Click on **SUBMIT**.

OR

Part 1 – Procedure 2: How to Create an Individual Account for an Existing License Holder or Applicant:

Follow these steps if you already have an individual Ohio license, or if you have an in-process individual license application.

I. If you have held a license or permit issued by the Board prior to April 12, 2018, you are an existing licensee.



II. Complete the registration by entering the following information:

- SSN Security Code (which will be sent to you or can be obtained by clicking on **OBTAIN SECURITY CODE**.)
- Date of Birth
- Email Address
- Create a Password (Review instructions carefully!)

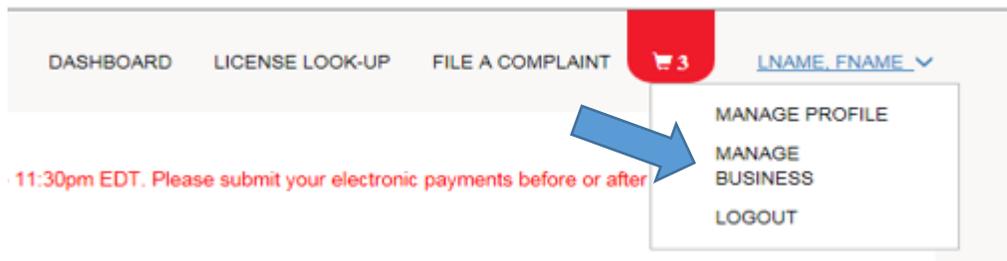
III. Click on **SUBMIT**.

Part 2: Applying for a Business License Based on Change of Ownership, Change of Business Name, or Change of Location.

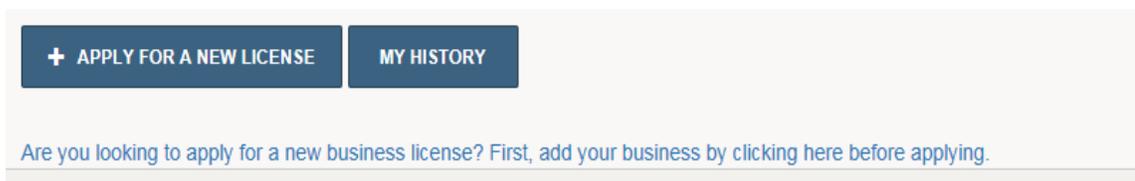
Once you have an eLicense Ohio account, login for yourself (as an individual).

- I. Login as the individual managing the business's account through the eLicense Ohio system at <https://elicense.ohio.gov/>.

- II. Locate your user name in the upper right hand corner of the dashboard. Click on your name and select "MANAGE BUSINESS."



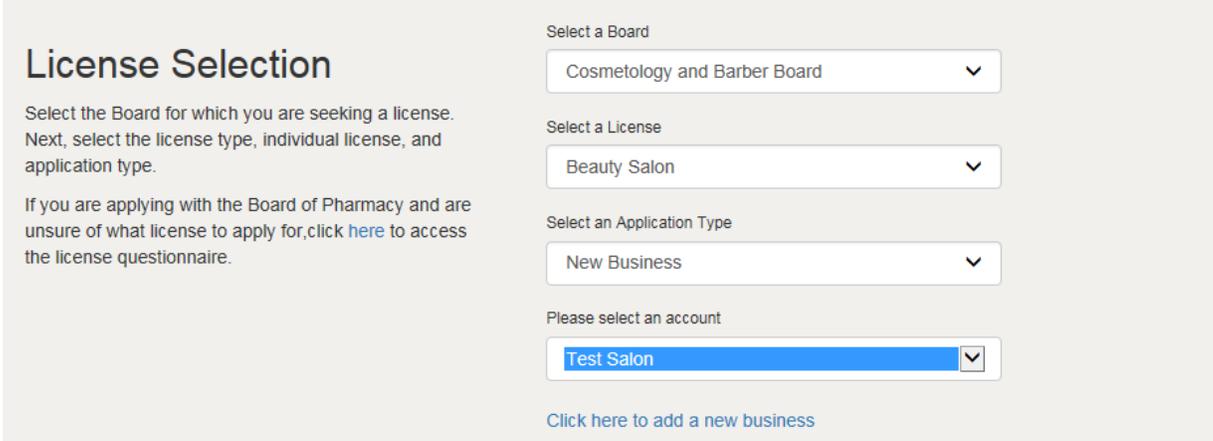
- III. Choose **Add New Business**. Then, complete all required fields for the new business.
- IV. Once you have completed adding the new business, return to your DASHBOARD, by clicking on DASHBOARD on the left hand side at the top of the page.
- V. Then, Click on APPLY FOR A NEW LICENSE.



- VI. Select the "Cosmetology and Barber Board" under the select a Board drop down.

- VII. Select the license sought on the “**License**” drop down.
- VIII. Under Select an Application Type choose “**Existing Business.**”
- IX. Under **Please Select an Account**, now choose the name of the new business you have created.

Example:



License Selection

Select the Board for which you are seeking a license. Next, select the license type, individual license, and application type.

If you are applying with the Board of Pharmacy and are unsure of what license to apply for, click [here](#) to access the license questionnaire.

Select a Board
Cosmetology and Barber Board

Select a License
Beauty Salon

Select an Application Type
New Business

Please select an account
Test Salon

[Click here to add a new business](#)

- X. Complete all remaining questions and click on **SAVE AND CONTINUE**.
- XI. On the next section, verify the type of Ownership for the new license.
- XII. Choose an Anticipated Opening Date for the new salon or shop.
- XIII. Verify the License Mailing Address. If it is incorrect, you may add an address. Once complete, click on the Use this address as Mailing and click on **SAVE AND CONTINUE**.
- XIV. Repeat with the License Public Address. Remember, the Public Address is the address that will be viewable to the public on the license lookup portal.
- XV. Complete either the **Business Owners** section **or** the **Contact Owners** section depending upon the ownership nature of the business and click on **SAVE AND CONTINUE**.
- XVI. Complete either the **Questions** section and click on **SAVE AND CONTINUE**.
- XVII. You will need to upload a scanned copy of the [Business Transaction Affidavit](#) (located on the Board’s website: www.cos.ohio.gov Forms and Applications/Business Transaction Form). Then complete the remaining attestation.

XVIII. **Payment - you will be directed to the CART for payment.**

Select the application fee

Click- Continue

Select Payment Method

Please select a payment method.

Credit Card

Electronic Check

Enter payment information.

If you need help logging in, registering, creating an account, or other technical issues with eLicense Ohio, please call the eLicense Customer Service Center at 855-405-5514, Monday-Friday, 8:00am to 5:00pm.