

Board of Barbers & Cosmetologists
301 South Park
PO Box 200513
Helena MT 59620-0513
(406) 841-2205
UnitA@mt.gov

SCHOOL RENEWAL APPLICATION

License No	<input type="text"/>
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<input type="checkbox"/> Check For New Name or Address. Indicate any changes below.
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Name

Address

City State Zip Code

Country

Your Montana **SCHOOL** license will expire on March 1st.

TO RENEW YOUR LICENSE ONLINE GO TO: LicenseRenewal.mt.gov (Online transactions must be completed no later than 11:59 PM, Mountain Time on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.)

OR

- 1) Complete and sign the renewal application and submit with a current copy of certification for the required \$5,000.00 bond for each course licensed.
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Submit a check or money order for \$220.00 for an Active License, made payable to the Board of Barbers & Cosmetologists. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
- 4) Renewals with a U.S. Postal Service postmark after March 1st will be assessed a penalty fee by state law of \$220.00, for a total amount of \$440.00. **NO EXCEPTIONS!**
- 5) Return the renewal application, a copy of the current bond, {24.121.605(4), ARM} and fee to the Board office postmarked by March 1st.
- 6) Incomplete or unsigned renewal applications will be returned and may be subject to a penalty fee if not received in the Board office completed and postmarked by March 1st.

Please provide the following information for updating the board's records:

Social Security or Tax ID# _____ Telephone Number: (406) _____

E-mail _____

List all employed instructors with their license numbers

Name	License Number	Full/Part time (Substitutes)

Yes No **Have any legal or disciplinary actions been instituted against you since your renewal?** If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

Your signature: _____ Date: _____

DO NOT SEND CASH