



**OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING**

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MARY FALLIN
GOVERNOR

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ESTABLISHMENT LICENSE CHANGE ORDER REQUEST INSTRUCTIONS

The Establishment License Change Order Request is to be used to:

- Notify the Board before moving an establishment.
- Notify the Board that they are changing the name of their establishment.
- Request a change of license type.
- Add a co-owner to their establishment license.

INSTRUCTIONS:

Check the appropriate box at the top of the form for each change being requested. Enter the effective date for these changes. **If the effective date is left blank, the request will be rejected and this form will be returned.**

Under Current License Information, copy the information *exactly* as it appears on your current Establishment license.

For Establishment Name Change: If the establishment name is being changed, enter the **new** name here.

For Establishment Location Change: If the establishment is moving, enter the new address and revised information here. If the establishment is located in a rural area, provide exact directions to the location, including county road number if possible. *The establishment's PHYSICAL address MUST appear on the license!*

If the license is to be mailed to a location other than the establishment, attach a note with this request.

Establishment owners are required to notify the Board of an address change **BEFORE** the establishment is moved. Failure to do so may result in cancellation of the license, and require a new license application and the assessment of penalties.

The Inspector will receive a copy of this request, and will visit the new location as soon as possible.

For License Type Change: Owners of Nail Establishments and Cosmetic Studios who wish to upgrade their licenses to become Beauty Establishments may do so here. Check the appropriate boxes.

To add a Co-Owner: Enter the co-owner's name and License File number here. If the new co-owner is not licensed with this Board, contact the Establishment Department for further instructions prior to submitting this request.

This request must be notarized. Sign this form in front of a Notary Public and have the Notary affix their seal.

The Board strongly recommends that a \$5 fee to reprint the salon license accompany this form. The reprint fee is not required if this request is submitted along with a regular license renewal.

Applicants with questions concerning this form should contact the Establishment Department directly at (405) 522-7620.

