Kentucky Board of Cosmetology



111 St. James Ct., Suite A • Frankfort, KY 40601 • (502)-564-4262 • www.KBC.ky.gov

Military Transfer Application Instructions

Application Requirements:

ALL requested information shall be provided with no changes to the printed form. Write legibly with ink or type, and state full legal name (name changes must be accompanied by official name change documents). Incomplete or incorrect applications WILL NOT be considered for licensure and will be returned to the applicant.

Military Transfer Applicants are required to submit the following documentation:

- Complete Military Transfer Application
- Application fee listed for the specific field of licensure.
- Copy of the applicant's Government Issued Photo ID.
- A copy of the applicant's high school/GED transcript or diploma. Transcripts or Diplomas issued in a foreign country must be submitted with an original, official translation of the document.
- Copy of proof of service or sponsor's service in a branch of the United States Armed Services.
- Applicant must request certification or official equivalent from the state licensing agency the applicant
 is transferring from be sent to the Board office for application processing. Applications cannot be
 processed without this certification on file at the board office.
- Applicants that have been convicted of a felony must submit documentation for review by the board.
 The following documentation must be submitted with the application: a typed and signed letter of
 explanation from the applicant, Judgment of Sentence, and if the applicant is currently on probation
 or parole a letter of good standing from the applicants probation/parole officer.

Photo Requirements:

Shall be a 2 x 2 passport photo of the applicant, taken within the past six (6) months, with no filters, adjustments, or objects obscuring the identity of the applicant. **NO photocopies or snapshots of the applicant will be accepted.**

Application Submission:

All requested documentation, except license certification from the transferring state, shall be submitted and received with the Military Transfer Application for the applicant to be considered for Kentucky licensure. It is the applicant's responsibility to verify that license certification from the transferring state is on file at the board office prior to submitting the transfer application. Applications cannot be considered for transfer without this document.

Due to the high volume of applicants, application receipt or approval cannot be verified by the board office unless it has been 30 days from the mailing date. If verification of receipt is desired by the applicant then mailing by traceable means, i.e. certified with signature required, Fed-Ex, UPS, etc. is required.

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Military Transfer Application

ALL Application Requirements listed on the attached instruction page shall be met for the applicant to be considered for licensure.

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CHECK ONE: COSMETOLOGIST NAIL TECHNICIAN ESTHETICIAN COSMETOLOGY INSTRUCTOR ESTHETIC INSTRUCTOR NAIL INSTRUCTOR License Fee: \$ 25.00 Fee Shall Be Submitted With Application			Attach Photo Here Date Photo Taken			
						Full Name:
First	Middle	e Maiden		Las	t	
Social Security # :	Date of	Birth:	_ Gender:	Male	Female	
Mailing Address:						
<u> </u>	Street	Address				
City		State		Zip Code		
Phone Number:	Email Addre	ss (Required):				
Years Licensed:	Transferring State: _	Lic	cense Number:			
	old a current and active licens equirement for the equivalent		state or mu	st meet the	;	
Have you been convicted	d of a felony? Yes No					
or misleading informa the Kentucky Board o	holding information requested tion, may be reason for denial f Cosmetology. I certify that a cation are current, correct, and	I of examination and all the information are	d/or licensur nd statemen	e with its I have		
Applicant Signature: _						
For KBC Use Only: Applicant ID Number		Date Pro	Date Processed:			