



**Kansas Board of Cosmetology**  
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## Policy – Address Changes

**Policy Number: 012-12**

Approved by the Board: September 10, 2012

Last Updated: July 12, 2021

- I. Purpose
  - a. The purpose of this policy is to provide guidelines for the Board to update current licensee and applicant addresses, emails, and phone numbers in the licensee database.
- II. Authority
  - a. The Board may adopt rules and regulations as may be necessary for the administration of matters within the jurisdiction of the Board. K.S.A. 74-2702a.
- III. Policy and Procedures
  - a. Online
    1. Licensees can review their mailing address online and make necessary changes.
    2. User ID and Password are required to access the online account and make changes.
    3. User ID and Password can be created by the licensee through the online portal.
  - b. Paper/Phone/Email
    1. Requests for address change received on paper, by email, or over the phone may be updated for practitioners or applicants if the licensee can verify the personal identification criteria
    2. Personal Identification Criteria:
      - a. Last four of their social security number
      - b. Date of Birth
    3. Download Name/Address change form on [www.kansas.gov/kboc](http://www.kansas.gov/kboc), complete, sign and forward to KBOC office
    4. A Facility Mailing address may be updated if the licensee or manager can verify the following information:
      - a. Facility License Number
      - b. Facility FEIN
    5. A Facility License address may not be updated or changed except for corrections due to clerical errors.
  - c. Other
    1. Office staff will automatically update addresses when a forwarding address is received from the U.S. Postal Service
    2. Office staff will automatically update mailing addresses when a confirmation of an updated mailing address is provided from the licensee in response to a KBOC initiated inquiry.
    3. Enforcement staff will automatically update mailing addresses for returned orders or board correspondence regarding establishment owners with the most recent address on file for the practitioner license, if applicable.
    4. Office staff will automatically update addresses when a signed, paper renewal is received with a corrected address
    5. Office staff will automatically update addresses when a copy of a valid, government-issued photo identification is received

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