



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Barber Examiners
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llr.sc.gov/bar

2025-2027 BARBER ASSISTANT RENEWAL APPLICATION

Renewal Instructions / Requirements:

- Make check or money orders (DO NOT MAIL CASH) payable to LLR – Board of Barber Examiners.
- Renewal form, appropriate fee and any other applicable documentation are due by June 30, 2025.
All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
- Renewal must be postmarked by June 30, 2025, or it is considered lapsed and practice is not allowed.
Applications postmarked July 1, 2025, or after must include the renewal fee + \$25 reinstatement fee for each license.
- If you have had a legal name change since your initial licensure or since your last renewal, please attach the legal documentation with this renewal form (Marriage Certificate, divorce decree, court documentation).

License Renewal Fee (Select each license being renewed):

☐ Barber Assistant Manicurist - \$100 ☐ Shampoo Barber Assistant - \$100

LICENSEE INFORMATION

License Type: _____ License No.: _____

Name: _____ Phone No.: _____

Since you were licensed, have you legally changed your name? ☐ Yes ☐ No Prior Name: _____
If yes, please submit legal documentation supporting the change.

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different than above)

Email (Required): _____ Last 5 digits of social: _____

PERSONAL HISTORY QUESTIONS

If you answer Yes to any of the below questions, please attach a detailed written explanation along with any supporting documentation.

1. Since your last renewal (or if this is your first renewal since your initial license application), have you been convicted, pled guilty or pled nolo contendere (no contest) to a felony of any kind or to a non-felony crime involving drugs? ☐ Yes ☐ No

If yes, you must include a full written explanation, criminal background and court documents. If the violation(s) occurred in South Carolina, you must submit a SLED report.

If you do not have documentation, request a criminal records check be sent by the appropriate entity directly to the Board.

2. Since your last renewal (or if this is your first renewal since your initial license application), has there been any change in the status of your lawful presence in the United States? ☐ Yes ☐ No

If yes, attach an updated [Verification of Lawful Presence form, found here](#).

3. **ALL BARBER ASSISTANTS MUST BE SUPERVISED BY A BARBER IN A BARBER SHOP:**

What is the name and license number of the registered barber **OR** master hair care specialist who directly supervises you?

Supervisor's Name: _____ License No.: _____

Name of Barber Shop: _____ Barber Shop License No.: _____

ATTESTATION

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina licensure.

Signature: _____ Date: _____

PRIVACY NOTICE

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with the South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.