



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Cosmetology**  
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llr.sc.gov/cosmo

## PERSONAL NAME CHANGE FORM

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.

Submit this form by logging into <https://eservice.llr.sc.gov/documentsubmission/>.

### Personal Name Change Request: \$10 fee

**When requesting a name change a new license card must be issued. Licensees must:**

- Complete this form in its entirety.
- Update/confirm the contact information.
- Submit a copy of a valid state issued ID, driver's license, passport or federal issued ID with intact picture.
- Submit an updated 2x2 passport style photo. The 2" x 2" full faced passport-type photo must be on a white background taken within the last 6 months. No selfies.
- Submit legal court documentation verifying name change. (marriage certificate, divorce decree, etc.)

### LICENSEE INFORMATION:

Name (as shown on current license/registration) \_\_\_\_\_

New Legal Name: \_\_\_\_\_

A license will only be issued in a licensee's legal name as shown on legal documentation.

License Type: \_\_\_\_\_ License Number: \_\_\_\_\_

Last 5-digits of SSN or Fed ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address (Physical): \_\_\_\_\_

Mailing Address (if applicable) \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address (required): \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_ Date: \_\_\_\_\_