

## BARBER NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST INSTRUCTIONS

You must apply for a new barber shop license if:

- your barber shop changes location; or
- there is a change in owners.

1. NAME – Write your name as it appears on your barber license if you are making changes or requesting a duplicate of an individual license. For example, a class A barber, barber manicurist, or barber booth rental.
2. SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:  

www.oag.state.tx.us/child/index or call (512) 460-6000 or (800) 252-8014.
3. DATE OF BIRTH – Write your birthdate.
4. BARBER OR BARBER SHOP LICENSE NUMBER – Write your complete license number as it appears on your individual or barber shop license.
5. BARBER SHOP NAME - Write the name of your barber shop as it appears on your barber shop license, if you are making changes or requesting a duplicate of your barber shop license.
6. NOTIFICATION OF CHANGE ONLY - Check the appropriate box to make changes to your name or contact information, such as your telephone number, mailing address, or email address.
7. DUPLICATE LICENSE REQUEST - Check the appropriate box if you want a duplicate of your barber license. You must include the \$25 fee for each duplicate.
8. CHECK LICENSE TYPE - Check the license type(s) that you are requesting a duplicate.
9. CHANGE MY NAME - Write your new legal name in the spaces provided. You must submit a copy of a government issued ID or legal document approving or indicating your name change, such as a marriage license, court petition for name change, or certificate of naturalization. You may submit a \$25 duplicate/update license fee with this form, if you want an updated license that shows your new name (See item seven).
10. CHANGE MY BARBER SHOP NAME - Write your new barber shop name in the space provided. You may submit a \$25 duplicate/update license fee with this application, if you want an updated license that shows the new barber shop name. (See item seven). Note: You must apply for a new barber shop license if there was a change in owners or the barber shop changed locations.
11. CHANGE MY MAILING ADDRESS - Write your new mailing address in the spaces provided. This is the address where we will send you mail. This address can be a post office box.
12. CHANGE MY PHONE NUMBER - Write your new phone number, including the area code.
13. CHANGE MY EMAIL ADDRESS – Write your new email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
14. DATE AND SIGNATURE - Date and sign your request form. Changes to your record cannot be made if your request is not signed.



TEXAS DEPARTMENT OF LICENSING AND REGULATION  
 PO Box 12157 • Austin, Texas 78711-2157  
 1-800-803-9202 • (512) 463-6599 • FAX (512) 475-2871  
 www.tdlr.texas.gov • cs.barbers@tdlr.texas.gov

**BARBER NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST**

Do Not Write Above This Line	
<b>DUPLICATE LICENSE FEE: \$25 (FEE IS NON-REFUNDABLE)</b>	
<b>1. Name:</b> (if applicable and as it appears on your barber license) _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Last</span> <span>First</span> <span>Middle Initial</span> <span>Suffix (JR, SR, III)</span> </div>	
<b>2. Social Security Number:</b> (See instruction sheet for disclosure information) _____	
<b>3. Date of Birth:</b> _____ - _____ - _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>	<b>4. Barber or Barber Shop License Number:</b> _____
<b>5. Barber Shop Name:</b> (If applicable and as it appears on your barber shop license) _____	
<b>6. Notification of Change Only:</b> (No Cost) <input type="checkbox"/> Notice of name change (documentation required) <input type="checkbox"/> Notice of contact information change	<b>7. Duplicate License Request (\$25 Fee Required)</b> <input type="checkbox"/> I am requesting a duplicate of my license
<b>8. Check License Type:</b> <input type="checkbox"/> Class A Barber <input type="checkbox"/> Barber Manicurist <input type="checkbox"/> Barber Instructor <input type="checkbox"/> Barber Shop <input type="checkbox"/> Barber Technician <input type="checkbox"/> Barber Hair Weaver	
<b>9. Change My Name:</b> (documentation required) _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Last</span> <span>First</span> <span>Middle Initial</span> <span>Suffix (JR, SR, III)</span> </div>	
<b>10. Change My Barber Shop Name:</b> _____	
<b>11. Change My Mailing Address:</b> (Used to receive mail from TDLR) (PO box is allowed for this address) _____ <small>Number, Street Name, Suite Number</small> _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>City</span> <span>State</span> <span>Zip Code</span> </div>	
<b>12. Change My Phone Number:</b> (_____) _____ <small>Area Code      Phone Number</small>	<b>13. Change My Email Address:</b> _____ <small>E-mail Address (Ex: johndoe@aol.com) See instruction sheet for disclosure information)</small>
<b>14. Date and Signature:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Date Signed</span> <span>Signature of Licensee</span> </div>	