

School Name Change Form

*Complete this form if your licensed school has changed its legal and/or DBA name.
All school name changes must be reported to the Board within 60 days of the change.
Submit your complete form and fee payment by mail or in person to the address listed above.*

IMPORTANT: This form cannot be used to report change of ownership or change of location. If your school has changed ownership or location, you must apply for a new license. This includes business structure changes or relocations within a single building or complex. Operating under another owner's or location's license is unlawful as of the 31st day after the change.

Enclosure 1: \$20 Name Change Fee

Enclose a check or money order payable to Board of Cosmetology or exact cash. Fee includes an updated license certificate.

Enclosure 2: Name Change Documentation

Attach legal documentation of the name change, plus any and all documents your business is required to file with the Secretary of State under state law because of the name change. This may include (check all that apply):

- Amended Certificate of Incorporation/Organization
- Amended Certificate of Assumed Name
- Business Organization Documents
- Other: _____

School Information

8/2017

Previous School Legal Name, if this name has changed <i>e.g. the full name of the corporation, LLC, LLP, or individual owner(s)</i>	Current School Legal Name <i>e.g. the full name of the corporation, LLC, LLP, or individual owner(s)</i>
Previous School DBA Name, if this name has changed <i>DBA = Doing Business As</i>	Current School DBA Name <i>DBA = Doing Business As</i>
Minnesota Tax ID <i>SSN <u>only</u> if sole proprietor</i>	School License Number
School Street Address	School City, State, Zip
School Phone Number	School Email Address
Owner Name <i>name of individual signing below</i>	Owner Postal Address
Owner Phone Number	Owner Email Address

Owner Certification

The undersigned states that the above information is true and correct to the best of their knowledge and that this form is not being submitted in attempt to report a change in ownership and/or location.

Owner Signature: _____ Date: _____

For Board Office Use Only	Amount:	C/MO/R#:	Processor:	Date:
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