



**STATE OF NORTH CAROLINA
BOARD OF BARBER EXAMINERS**
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www.ncbarbers.com • barberboard@nc.gov

IMPORTANT INFORMATION ABOUT RENEWING YOUR LICENSE

Effective January 1, 2018, up-to-date licenses and permits must be renewed online at www.ncbarbers.com, unless you receive a waiver. The licenses and permits that must be renewed online include:

- Registered barber
- Apprentice barber
- Barbershop
- Barber instructor

Your license won't be renewed if you mail in the payment and didn't receive a waiver. Instead, we'll have to return your payment and you won't receive a license. (The process to request a waiver is described below.) Please give yourself enough time to renew in case you need our assistance. We **strongly** encourage you not to wait until the May 31 deadline to renew online.

Why are you requiring licenses to be renewed online?

The board has two main reasons for requiring online renewals: to issue licenses (and process other paperwork) faster and to improve financial controls. When you renew online, we normally mail the license the next business day.

What if I renew by mail or in person without a waiver?

Your license won't be renewed, and we'll have to return the payment. Please be sure to renew online or request a waiver (see below for information on waivers).

How do I renew online if I haven't done it before? What if I renewed online before but don't remember my login?

We have a step-by-step guide online at <https://www.ncbarbers.com/renewals>. Or you can contact us, and we'll explain the process. Payment is by debit or credit card (Visa, MasterCard, or Discover). We don't accept American Express. There's no additional charge or fee, beyond the cost of your license(s).

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What if I don't have a debit or credit card?

You can use a prepaid card, or you can request a waiver. Please see below for information on how to request a waiver.

What if I don't have access to a computer or smartphone or can't renew online for some other reason?

If there's any reason you can't renew online, you'll need to request a waiver. If you attempt to mail your payment without first receiving a waiver, we'll return your payment, and your license won't be renewed.

How do I request a waiver?

If you can't renew online, the following steps explain how to get a waiver. Please make sure you submit your request far enough before May 31 for us to receive the request and issue the waiver. In fact, if you know you can't renew online, please consider submitting your waiver request in January, even if you won't renew until later.

1. For each license, submit a notarized statement that says you can't renew online.
 - Please make sure that the statement is notarized by a notary public.
 - For barbershops, the notarized statement should be from the shop owner or registered barber manager.
2. Please include your name, contact information, and license number on the statement so that we issue the waiver to the correct person or business.
3. You can send the notarized statement by fax, email, or mail. Our contact information is at the top of this letter.
4. We will issue the waiver within five business days.
5. Once the waiver is issued, you can pay by mail or in person. If you mail the payment before we issue the waiver, your license will not be renewed.

Questions?

Please contact us if you have questions about this new requirement. Please don't wait until the last minute to renew! Our contact information is at the top of this letter.