State of West Virginia
Board of Barbers and Cosmetologists
Telephone: (304) 558-2924
Fax: (304) 558-3450
www.wvbbc.com

MAIL COMPLETED APPLICATION TO:

WVBBC
P.O. BOX 40235
CHARLESTON, WV 25364.

DUPLICATE LICENSE/CERTIFICATION APPLICATION

APPLICANT NOTICE

Complete the information below in its entirety and mail this application along with a $10.00 duplicate license/certification fee to WVBBC – P.O. Box 40235, Charleston, WV 25364. $10.00 fee must be in the form of a check or money order. Incomplete applications will be returned.

Check/Money Order Number: _____

APPLICANT INFORMATION

Name: _____ SSN: _____

Date of Birth: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

LICENSE/CERTIFICATION DUPLICATE TYPE

Check the box for the duplicate license/certification needed below. If more than one duplicate is needed, a $10.00 fee must be submitted for each additional duplicate license/certification.

☐ **Individual License/Certification**
License/Certification # **OR** SSN: _____

☐ **Salon/Shop License**
Salon/Shop License #: _____
Salon/Shop Name: _____
Salon/Shop Address: _____

☐ **Instructor Certification**
Instructor Certification # **OR** SSN: _____

Signature Field: _____ Date: _____

Revised: April 28, 2026