North Carolina Board of Cosmetic Art Examiners
1207 Front Street
Suite 110
Raleigh, NC 27609
www.nccosmeticarts.com

Inactive Request Form

You are required to inform the NC State Board of Cosmetic Art Examiners if you desire to go on inactive status. **Expired licenses cannot be placed on inactive status.** As a reminder, if you are granted inactive status you are still required to pay your renewal fees.

To assist you with your request, please complete this form and mail it, fax to (919) 733-4127, or email it to nccosmo@nccosmeticarts.com. Be sure to include your license number and the information requested on this form. **Note: An inactive cosmetologist, manicurist, natural hair specialist or esthetician license will automatically inactivate your teacher's license, if applicable.**

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First Name Middle Initial Last Name

_____

Address City, State, Zip

_____

Telephone Number Email

_____

Social Security Number License Number (Ex. C123XX)

I declare, under penalty of law, that the information supplied on this form is the truth. My signature on this form certifies that I am currently licensed in active practice and **I request my license be changed to inactive status**. If I choose to return to active practice, I must complete the reactivation form, and pay a $10 reactivation fee with proof of the appropriate continuing education hours.

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Signature Date

Please note: If you request inactive status after you have renewed your license, you will not receive a new inactive license in the mail. Your request will be updated in your file. A license with "Inactive" printed on it will be mailed after completion of the next renewal cycle.