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**Rules of**  
**Department of Insurance,**  
**Financial Institutions and**  
**Professional Registration**  
**Division 2085—Board of Cosmetology and Barber**  
**Examiners**  
**Chapter 4—General Rules Applicable to All**  
**Licensees/Registrants**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION**  
Division 2085—Board of Cosmetology  
and Barber Examiners  
Chapter 4—General Rules Applicable to  
All Licensees/Registrants

**20 CSR 2085-4.010 Renewal Dates**

*PURPOSE: This rule establishes and fixes the renewal dates for licenses issued pursuant to Chapters 328 and 329, RSMo.*

(1) All barber and cosmetology licenses and registrations, including school licenses, shall be renewed biennially and shall expire on September 30 of each odd-numbered year.

(2) The license period for barber and cosmetology schools shall run concurrently with other certificates of registration and licenses issued by the board.

*AUTHORITY: sections 328.110, 329.025.1(7) and 329.120, RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 328.110, RSMo 1939, amended 1945, 1947, 1949, 1951, 1967, 1969, 1981, 2003, 2005; 329.025, RSMo 2005; and 329.120, RSMo 1939, amended 1945, 1947, 1959, 1979, 1981, 1995, 2001.*

**20 CSR 2085-4.020 Change of Name and Mailing Address**

*PURPOSE: This rule requires a license holder to provide the board with a current name and mailing address.*

(1) A licensee shall ensure that the office has their current legal name and address.

(2) Except as otherwise provided by statute or by regulation of the board, a licensee whose address has changed shall inform the office of the address change in writing within thirty (30) days of the effective date.

(3) A licensee whose name is changed by marriage or court order shall notify the office in writing within thirty (30) days of the name change and provide a copy of the appropriate documents verifying the name change.

*AUTHORITY: sections 329.025 and 329.025.1(7), RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005.*

**20 CSR 2085-4.030 Duplicate License**

*PURPOSE: This rule establishes the procedure necessary to obtain a duplicate license.*

(1) No person shall use or post any certificate, registration or license issued by the board within any barber or cosmetology establishment that has been photocopied or reproduced. Valid duplicate licenses may only be obtained from the board's office.

(2) If a license has been destroyed, lost, mutilated beyond practical usage or was never received, the licensee must obtain a duplicate license from the board. The licensee may choose one (1) of the following options:

(A) The licensee shall appear and present the applicable duplicate license fee established in 20 CSR 2085-3.010; or

(B) The licensee shall appear and present a notarized affidavit stating that the license has been destroyed, lost, mutilated beyond practical usage, or was never received. No fee is required with this option. The board may discipline any person who fails to provide truthful and accurate information on an affidavit submitted to the board, as provided in Chapters 328 and 329, RSMo.

(3) To obtain a duplicate license under either of the options in section (2), a licensee must personally appear at the board's office in Jefferson City. Directions to the office may be obtained by contacting the board office or on the board's website at [www.pr.mo.gov](http://www.pr.mo.gov). In addition to his/her appearance at the board office, a licensee must produce the following items:

(A) One (1) form of identification as described in 20 CSR 2085-4.040; and

(B) Two (2) United States passport photographs of the licensee measuring approximately two inches by two inches (2" × 2") which have been taken within the last five (5) years.

(4) If a licensee recovers the original license after obtaining a duplicate license in accordance with this regulation, the licensee shall mail the original license to the board office within ten (10) days.

*AUTHORITY: sections 328.130, 329.025.1 and 329.110.1, RSMo Supp. 2007 and 329.123, RSMo 2000.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 328.130, RSMo 1939, amended 1981, 2005; 329.025, RSMo 2005; 329.110, RSMo 1939, amended 1945, 1947, 1949, 1951, 1967, 1969, 1981, 2003, 2005; and 329.123, RSMo 1959, amended 1979, 1981, 1989.*

**20 CSR 2085-4.040 Requirement of Identification**

*PURPOSE: This rule establishes the requirement that all licensees must have on their person a form of state identification while providing any barber or cosmetology service.*

(1) All licensees must possess or obtain one (1) of two (2) forms of state identification.

(A) The first acceptable form of identification is an automobile driver's license from any state; or

(B) The second acceptable form of identification is a Missouri state identification card. Missouri state identification cards may be obtained from the Missouri Department of Revenue's offices throughout the state.

(2) All licensees must carry one (1) of these forms of identification with them at all times when providing any professional barber or cosmetology services. Licensees must immediately produce one (1) of these forms of identification upon demand to any board inspector, to the board or its representative.

*AUTHORITY: section 329.025.1(7), RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005.*

**20 CSR 2085-4.050 Certification of Licensure, Training Hours or Exam Scores**

*PURPOSE: This rule establishes the procedure necessary to obtain a certification of licensure, training hours or examination sources.*

(1) Any licensee desiring a certification/affidavit of his/her licensure, training hours, examination scores, or any combination of these, shall submit to the board a written request which contains the licensee's name, address, license number and signature and directs who the information may be sent to. The request shall be submitted with the required fee.

*AUTHORITY: sections 329.127, RSMo 2000 and 329.025.1, RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 329.025, RSMo 2005 and 329.127, RSMo 1959, amended 1979, 1981, 1995.*



## 20 CSR 2085-4.060 Inspections

*PURPOSE: This rule establishes the requirements necessary for inspection of barber and cosmetology schools and establishments.*

(1) Every establishment and school licensed by the board shall be open to inspection by members, representatives, or inspectors of the board during normal working hours or at reasonable times as requested by the board. It shall be the responsibility of the holder(s) of the establishment or school license to keep the board informed of the licensee's business hours and to make the establishment or school available for inspection by the board or its representative. Establishment or school licensees shall promptly respond to a request by the board for a list of times during which the establishment or school is open.

*AUTHORITY: sections 328.090, 328.115, 329.025.1, 329.040 and 329.045, RSMo Supp. 2007.\* Original rule filed Aug. 1, 2007, effective Feb. 29, 2008.*

*\*Original authority: 328.090, RSMo 1939, amended 1947, 1949, 1951, 1981, 2005; 328.115, RSMo 1981, 2005, 2006; 329.025, RSMo 2005; 329.040, RSMo 1939, amended 1945, 1959, 1979, 1981, 1987, 1989, 1995, 1997, 2001; and 329.045, RSMo 1951, amended 1959, 1961, 1979, 1981, 1995, 1997, 2005, 2006.*