

Renew a Cosmetology or Tattoo/Body Art/Body Piercing License

This article explains how to renew a professional or business license for Cosmetology, Tattoo, Body Art, or Body Piercing.

Before You Start

- If you haven't already done so, you must create a SecureAccess Washington (SAW) account and link your existing professional or business license to your login before you can renew the license.
 - See the document [Create your user access to the Professional and Business Licensing System](#) for detailed instructions on these processes.
- To successfully use the system:
 - You must use **Google Chrome** as your browser.
 - If you are an **Apple product user**, you must also **set Chrome as your default browser**.
 - You must **turn the Chrome pop-up blocker OFF** (meaning Popups and redirects are Allowed).

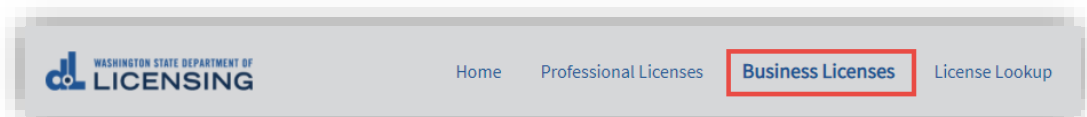
Getting Started

1. **Login** to the portal.
2. You may see a “License is ready for renewal” To-Do on your Home page.
 - If you see the To-Do, **click** the Renew button and go to:
 - [Renew a Professional License](#) OR
 - [Renew a Business License](#)
 - If you are a professional licensee and you don't see a Renewal To-Do, go to [Troubleshooting a Renewal](#).
 - If you are a business licensee and don't see a Renewal To-Do, go to [Access a Business License](#).

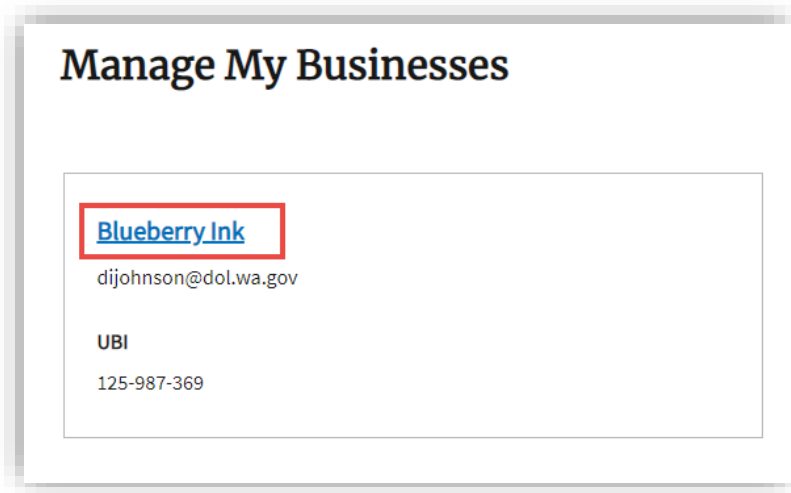


Access a Business License

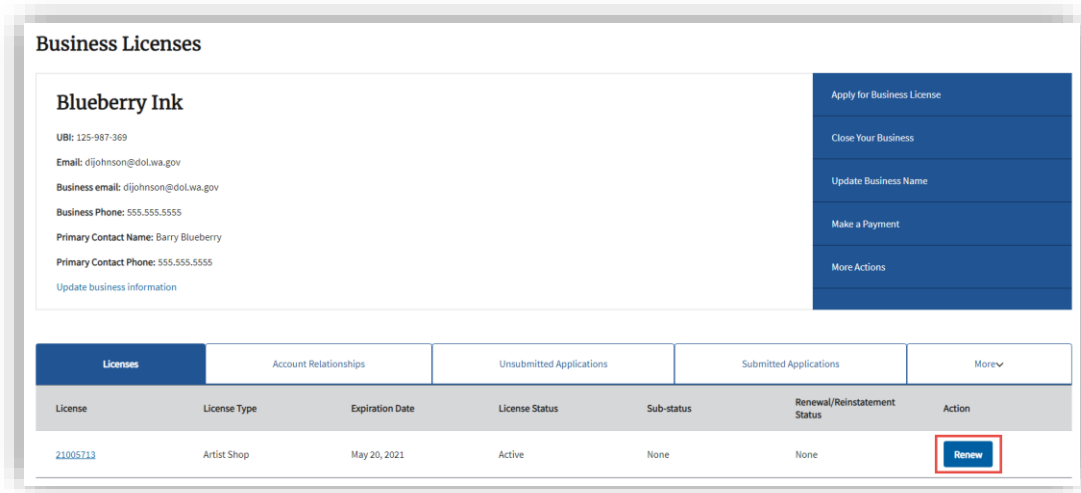
1. **Click** the Business Licenses link in the gray navigation bar at the top of the page.



2. Click the link in the tile for the business you want to renew.

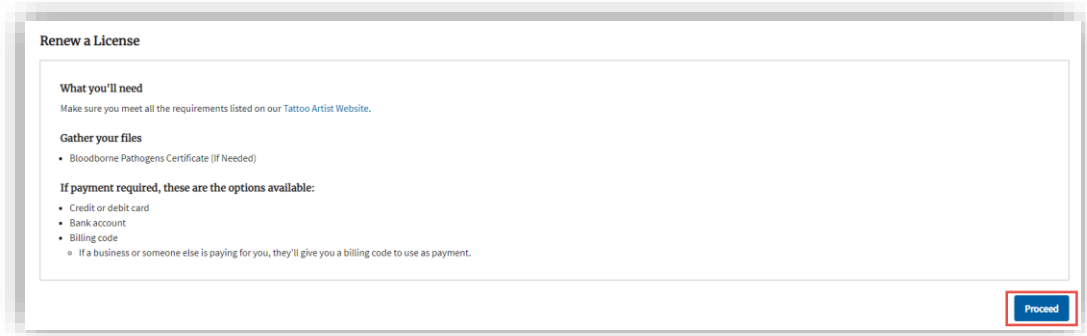


3. You should see a Renew button in the list view for the business license.
- If you see a Renew button, **click** the button and go to [Renew a Business License](#).
 - If you don't see a Renew button, go to [Troubleshooting a Renewal](#).



Renew a Professional License

1. **Review** what you'll need for the renewal, answer any Eligibility Questions, and **click Proceed**.



Renew a License

What you'll need
Make sure you meet all the requirements listed on our [Tattoo Artist Website](#).

Gather your files

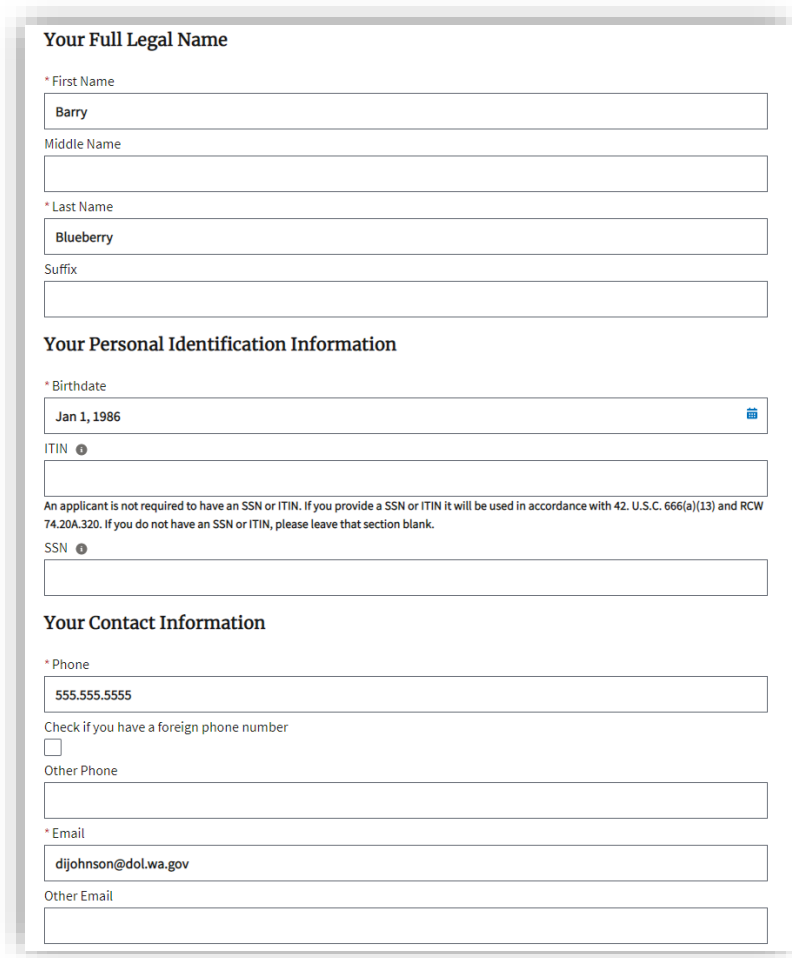
- Bloodborne Pathogens Certificate (If Needed)

If payment required, these are the options available:

- Credit or debit card
- Bank account
- Billing code
 - If a business or someone else is paying for you, they'll give you a billing code to use as payment.

Proceed

2. On the Personal Information page, **review** the information and make any needed corrections to your name, personal identification information, and contact information.



Your Full Legal Name

* First Name
Barry

Middle Name

* Last Name
Blueberry

Suffix

Your Personal Identification Information

* Birthdate
Jan 1, 1986

ITIN

An applicant is not required to have an SSN or ITIN. If you provide a SSN or ITIN it will be used in accordance with 42. U.S.C. 666(a)(13) and RCW 74.20A.320. If you do not have an SSN or ITIN, please leave that section blank.

SSN

Your Contact Information

* Phone
555.555.5555

Check if you have a foreign phone number

Other Phone

* Email
dijohnson@dol.wa.gov

Other Email

3. **Review** your mailing address, and make any needed corrections.
- If you update your mailing address, **click** the Validate Address button. You only need to validate the address if you made a change to it.

The image shows a form titled "Your Mailing Address" with several input fields and a button. The fields are: Country (United States), Address Line 1 (722 Buckle Ln SE), Address Line 2 (empty), City (Olympia), State (WA), ZIP (98501), and County (Thurston). A blue button labeled "Validate Address" is at the bottom left. A red callout box points to the button with the text: "Validate your address ONLY if you made changes to the address".

Your Mailing Address

* Country
United States

* Address Line 1
722 Buckle Ln SE

Address Line 2

* City
Olympia

* State
WA

* ZIP
98501

* County
Thurston

Validate Address

Validate your address ONLY if you made changes to the address

3. **Click Continue.**

4. Answer all the questions on the License Information page.

- Tattoo, Body Art, and Body Piercing renewals have a question regarding the Bloodborne Pathogen certificate. This information isn't required for the renewal, but please provide it if you have it.

The screenshot shows the 'License Renewal: Tattoo Artist' form, specifically the 'License Information' section. The progress bar at the top indicates that 'Personal Information' is complete, 'License Information' is the current step, and 'Attachments' is pending. The 'General Questions' section includes a dropdown menu for 'How do you want your name displayed on your license?'. The 'Military Questions' section has two radio button questions. The 'Legal Background Questions' section has two radio button questions. The 'Profession Specific Questions' section has a text input field for 'What is your Bloodborne Pathogens expiration date?'. A red callout box points to this section with the text: 'Profession Specific Questions will vary by license type'.

5. Click Continue.

- If you are a Cosmetology or related licensee, go to step 6.
- If you are a Tattoo, Body Art, or Body Piercing Artist, you'll see the Attachments page. If you have your Bloodborne Pathogens Certificate, **upload** it here, and click Continue.

The screenshot shows the 'License Renewal: Tattoo Artist' form, specifically the 'Attachments' section. The progress bar at the top indicates that 'Personal Information' and 'License Information' are complete, 'Attachments' is the current step, and 'Review and Submit' is pending. The 'Attachments' section includes a text input field for 'Bloodborne Pathogens Certificate' with an 'Upload Files' button highlighted in red. Below the input field are 'Back', 'Save And Submit Later', and 'Continue' buttons, with the 'Continue' button also highlighted in red.

6. On the Review and Submit page, **read** and check the certifications (these will vary by license type), **enter** your name exactly as it appears below the Signature box and **click** Continue.

I certify that
 I have read and I agree to follow all the applicable laws and rules of this profession and I understand the penalties for misconduct.

Declaration
I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

Signature
Please type your legal name as shown below.
Barry Blueberry
Barry Blueberry

Back Save And Submit Later Continue

7. Go to [Pay for your Renewal](#).

Renew a Business License

1. **Review** what you'll need for the renewal, answer any Eligibility Questions, and **click** Proceed.

Renew a License

What you'll need
Make sure you meet all the requirements listed on our [Artist Shop Website](#).
UBI number from Business Licensing Services
Insurance policy form

If payment required, these are the options available:

- Credit or debit card
- Bank account
- Billing code
 - If a business or someone else is paying for you, they'll give you a billing code to use as payment.

Eligibility
By answering the following questions, eligibility for the license application will be determined.

Do you currently hold Public Liability Insurance in an amount not less than \$100,000?
 Yes No

Proceed

2. **Click** the Validate UBI button, and then **click** OK at the pop-up.
3. **Review** the rest of the information on the Business Information page and make any needed additions or corrections.
 - If you update either of your addresses, **click** the Validate Address button for that address. You only need to validate an address if you made a change to it.

License Renewal: Artist Shop

Business Information License Information

* Business Structure
 Partnership

* UBI ⓘ
 125-987-369

Validate UBI

* UBI Business ID ⓘ
 001

* UBI Location ID ⓘ
 0001

* Account Name ⓘ
 Blueberry Ink

4. **Click Continue.**
5. **Answer** all the questions on the License Information page and click Continue.

License Renewal: Artist Shop

Business Information License Information Financial Guarantee Review and Submit

General Questions

* Under what name will you be doing business at this location for this profession?
 Use business entity name only

Military Questions

* I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.
 Yes No

* I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.
 Yes No

Legal Background Questions

Within the last 5 years, in this state or any other jurisdiction, has the business entity, any business owners, or any persons with controlling interest in this business:

* Had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by them?
 Yes No

* Defaulted, been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (don't include traffic offenses).
 Yes No

[Back](#) [Save And Submit Later](#) **Continue**

6. Enter the information for your financial guarantee.

License Renewal: Artist Shop

Business Information License Information Financial Guarantee Review and Submit

Financial Guarantee

*Insurance Company Name
Insurance R Us

*Policy Number
123992

*Effective Date of Policy
May 1, 2021

*Expiration Date
May 1, 2022

*Amount of Policy
100000

Back Save And Submit Later Continue

7. On the Review and Submit page, **read and check** the certifications, **enter** your name exactly as it appears below the Signature box, and **click** Continue.

I certify that

- I am authorized to sign on behalf of the business applying for this license.
- I understand that my license will be considered expired should my insurance expire before my expiration date according to RCW 18.300.060(1)(a)
- I have read and I agree to follow all the applicable laws and rules of this profession and I understand the penalties for misconduct.
- The insurance information provided is accurate and can be provided upon request.

Declaration

I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

Signature

Please type your legal name as shown below.

Barry Blueberry

Barry Blueberry

Back Save And Submit Later Continue

8. Go to [Pay for your Renewal](#).

Pay for Your Renewal

You must **follow ALL steps below** for the payment to process correctly. Stopping or backing out of the process at any point will prevent the payment from processing and cause a delay in paying for and processing the renewal.

The payment example below is for a Real Estate Branch, but the payment process is the same regardless of license type.

Make Payment page, Fees tab

The fee description and amount to be charged are displayed. **Click Continue.**

Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply log out and log back in.
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees Checkout Confirmation

Note that you must use a valid VISA, MasterCard, AmEx or Discover credit card to pay online.

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Fees							
<input type="checkbox"/>	Transaction Number	Fee Description	License Type	Application Method	Reference Information	Amount	Amount Outstanding
<input checked="" type="checkbox"/>	REA2001808	License Fee	Real Estate Branch	General Application		\$189.50	\$189.50

Total Selected **\$189.50**

Email Receipt To: strawberry@mailinator.com

To complete the payment process successfully, please do not click your browser back button.

Make Payment page, Checkout tab

1. **Select** the payment method you prefer from the dropdown.
 - Credit Card is the default.
 - Pay by Employer is a special process that requires a Billing PIN from your employer so your fees can be transferred to their account for payment.

Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply log out and log back in.
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees | **Checkout** | Confirmation

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Total Outstanding Balance **\$189.50** Total Payment Amount **\$189.50**

Payment Method **Credit Card** ▼

Payment Amount 189.50

Previous **Process ePayment**

To complete the payment process successfully, please do not click your browser back button.

2. **Continue** based on your payment method.
 - **Credit Card or ACH (electronic check):** Click the Process ePayment button and go to [Third Party Payment Details page](#).

Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply log out and log back in.
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees | **Checkout** | Confirmation

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Total Outstanding Balance **\$189.50** Total Payment Amount **\$189.50**

Payment Method **Credit Card** ▼

Payment Amount 189.50

Previous **Process ePayment**

To complete the payment process successfully, please do not click your browser back button.

- **Pay by Employer: Enter the Billing PIN you received from your employer and click the Transfer Payment button.**
 - **Your part of the payment process is complete** and you'll be returned to the Professional Licenses page. You'll see your application in Pending Payment status under the Submitted Applications tab.
 - Your employer must pay the transferred fees before we can continue to process your application.

Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply log out and log back in.
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees Checkout Confirmation

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Total Outstanding Balance **\$91.00** Total Payment Amount **\$91.00**

Payment Method **Pay by Employer**

Payment Amount 91.00

PIN **125690**

Previous **Transfer Fee**

To complete the payment process successfully, please do not click your browser back button.

Third Party Payment Details page

Enter the required information for your payment method and **click** Continue.






- The Phone Number must be entered as digits only, no spaces or punctuation.

Credit Card Payment Details page

Contact Information

First Name	<input type="text" value="Suzie"/>
Last Name	<input type="text" value="Strawberry"/>
Company	<input type="text" value="(Optional)"/>
Address 1	<input type="text" value="1215 Cheesecake Ct"/>
Address 2	<input type="text" value="(Optional)"/>
City/Town	<input type="text" value="Olympia"/>
State/Province/Region	<input type="text" value="WA"/>
Zip/Postal Code	<input type="text" value="98501"/>
Country	<input type="text" value="United States"/>
Phone Number	<input type="text"/>
Email Address	<input type="text" value="strawberry@mailinator.com"/>

Payment Method

Card Number	<input type="text"/>	   
Expiration Date	Month <input type="text" value=""/> Year <input type="text" value=""/>	
Card Security Code	<input type="text"/>	
Card Billing Address	<input checked="" type="radio"/> Use my contact information address <input type="radio"/> Use a different address	

[Cancel](#)

ACH (Electronic Check) Payment Details page

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City/Town

State/Province/Region

Zip/Postal Code

Country

Phone Number

Email Address

Payment Method

Sample Check 123456780 1215
123 Main St. DATE _____
Anytown, MO 12345 PAY TO THE ORDER OF _____ \$ _____
DOLLARS

MEMO _____

123456780	055 11111111	001215
Bank Routing Number	Bank Account Number	Check Number (not required)

[Personal Check](#) | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account

Continue [Cancel](#)

Third Party Review Payment page

Review your payment details, then **click** Confirm.

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	WA State Department of License TEST Professional or Business License dol.wa.gov
Payment Amount	\$189.50
Payment Date	11/03/2020

Payment Method

Payer Name	Suzie Strawberry
Card Number	*1111
Expiration Date	Feb-2022
Card Type	Visa
Confirmation Email	strawberry@mailinator.com

Billing Address

Address 1	715 Shortcake Ct
City/Town	Olympia
State/Province/Region	WA
Zip/Postal Code	98502
Country	United States

Contact Information

First Name	Suzie
Last Name	Strawberry
Address 1	715 Shortcake Ct
City/Town	Olympia
State/Province/Region	WA
Zip/Postal Code	98502
Country	United States
Phone Number	5555555555
Email Address	strawberry@mailinator.com

[Back](#)

Third Party Confirmation page

The confirmation page includes a Confirmation Number that can be used to trace your payment if there is a problem. This number will be included on your receipt.

Important! Click Continue. If you don't, the payment process is **not** complete.

- There will be **delay** as you are transferred back to the Professional and Business Licensing system.
- **Don't** click Continue again or your receipt won't show the correct information.

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WA3TST00083409**

Payment Details

Description	WA State Department of License TEST Professional or Business License dol.wa.gov
Payment Amount	\$189.50
Payment Date	11/03/2020
Status	PROCESSED

Payment Method

Payer Name	Suzie Strawberry
Card Number	*1111
Card Type	Visa
Confirmation Email	strawberry@mallinator.com

Billing Address

Address 1	715 Shortcake Ct
City/Town	Olympia
State/Province/Region	WA
Zip/Postal Code	98502
Country	United States

Continue

Only click this ONCE. There will be a delay.

Make Payment page, Confirmation tab

This page is your receipt. We'll email a copy of this receipt to you. **Click** Continue.

- The Confirmation Number from the previous page is called Reference Number on this page.

Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply log out and log back in.
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees Checkout **Confirmation**

Thank you for submission of your application.
Your payment was successful.

Order Status: Successful
Applied Payment: \$189.50
Contact: Suzie Strawberry
Operator: Suzie Strawberry
Process Date: 11/2/2020 3:59 PM

Receipt Number: R-0059193
Payment: Credit Card
Reference Number: WA3TST000033409
Amount: \$189.50

Confirmation number from previous page

Fee Payments							
Transaction Number	Fee Description	Program Type	License Type	Application Method	Amount	Payment Amount	Amount Outstanding
REA2001808	License Fee	Real Estate	Real Estate Branch	General Application	\$189.50	\$189.50	\$0.00

[Print Receipt](#) [Continue](#)

To complete the payment process successfully, please do not click your browser back button.

Submit Your Feedback page

Provide user feedback with comments and/or a star rating and **click** Continue OR **click** Skip.

Submit your Feedback

Your feedback is important to us and will help us improve our application. Comments are reviewed weekly. If you have questions, please go to the following URL to find contact information :

<http://www.dol.wa.gov/contact/professions.html>

Comments

Worked great! Thank you!

★★★★★

[Submit](#) [Skip](#)

Next Steps

- **Auto-renewal** (license renewed without further review by Department of Licensing): You'll be returned to the Licenses tab of the Business Licenses page.
 - The Expiration Date should be updated, the License Status should be Active, and your Renewal/Reinstatement Status should show Complete.
- **Renewal requiring review:** You'll be returned to the Submitted Applications tab of the Business Licenses page.
 - **Click** the Download Application button to get a copy of the application you submitted.

Troubleshooting a Renewal

I don't have a Renewal To-Do, nor do I see a Renew button for my license. What do I do?

First, check to make sure the license is eligible for renewal. You can renew up to 120 days before your expiration date.

If you are eligible for renewal:

- Check under the Submitted Applications tab and look for a Submitted Renewal Application.
 - If the application is in In-Review status, it means that Department of Licensing staff must review your application before the renewal can be completed.
 - If the application is in Payment Pending status, you must pay the renewal fee to complete the renewal process.
 - If you already paid for the renewal but it is still showing in Pending Payment status, contact the program so we can determine what happened.
 - If you received a payment receipt, the Reference Number from your payment receipt will help us track what happened to the payment.

Business Pending Applications

Blueberry Ink

UBI: 125-987-369

Email: dijohnson@dol.wa.gov

Business email: dijohnson@dol.wa.gov

Business Phone: 555.555.5555

Primary Contact Name: Barry Blueberry

Primary Contact Phone: 555.555.5555

[Update business information](#)

[Apply for Business License](#)

[Close Your Business](#)

[Update Business Name](#)

[Make a Payment](#)

[More Actions](#)

Licenses
Account Relationships
Unsubmitted Applications
Submitted Applications
More▼

Renewal Applications

License	Profession	License Type	Expiration Date	Status	Actions
RNW-98387	Body Art and Body Piercing	Artist Shop	None	Pending Payment	Pay Fee

- If there is no application under Submitted Applications, look under Unsubmitted Applications to see if there is a Draft Renewal Application.
 - If there is a Draft application, click the Edit button to continue the Renewal Application.
 - If there is no Renewal Application under Unsubmitted Applications, contact the program so we can restore the Renew button for you.

Business Draft Applications

Blueberry Ink

UBI: 125-987-369

Email: dijohnson@dol.wa.gov

Business email: dijohnson@dol.wa.gov

Business Phone: 555.555.5555

Primary Contact Name: Barry Blueberry

Primary Contact Phone: 555.555.5555

[Update business information](#)

[Apply for Business License](#)

[Close Your Business](#)

[Update Business Name](#)

[Make a Payment](#)

[More Actions](#)

Licenses
Account Relationships
Unsubmitted Applications
Submitted Applications
More▼

Renewal/Reinstatement Applications

License	Profession	License Type	Last Updated	Actions
21005713	Body Art and Body Piercing	Artist Shop	May 20, 2021 08:47 AM	Edit Delete