



South Carolina  
Department of Labor, Licensing and Regulation

Board of Cosmetology

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**Duplicate License Requests Regarding Licensee's Individual License**

Due to the continued concern regarding the abuse of license sharing/license lending, the SC Board of Cosmetology provided clarification regarding duplicate license requests. As of May 5, 2025, the Board will issue the following:

- Initial License or renewal of Licensure: (1) Wall certificate and (1) Pocket Card
- First Duplicate License: (1) Wall Certificate – a Pocket Card will not be issued
- Request for additional Duplicate License: Request will be reviewed by the Board Executive and may be result in the licensees needing to appear before the full Board

You may submit a [Duplicate License](#) Request through the [portal](#), or you may complete a [paper](#) request.

Please note that duplicate license request due to name change, will not be counted as a duplicate request. You must provide the proper documentation for name change request, to receive a new license. This will include:

- Completion of Name Change Form with Fee
- Copy of your Driver's License
- Copy of your Name Change Document (i.e.; marriage license, divorce decree, etc.)
- 2x2 Passport photo