



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Salon/Shop (189)

Effective: 4/2025
Revised: 9/2025

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important Information:

- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's or this document, please contact the department at 1-800-560-6420.
- All cosmetology, nail technology, hair braiding or esthetics salons and barber shops shall obtain a certificate of registration from the Division to operate in Illinois.
- Cosmetology, nail technology, hair braiding or esthetics salons and barber shops subject to registration include:
 - A salon or shop located in a physical space owned or leased by the owner;
 - A mobile salon or shop;
 - A salon or shop that rents space to individual licensees who operate their own businesses within the premises. *The salon or shop owner must obtain a registration for the entire facility or each individual licensee renting space must obtain their own registration;*
 - A salon or shop that is located and operated within the facility of another, such as a kiosk or similar temporary or semi-permanent structure; or
 - A person or business that contracts with another business, such as a healthcare or residential facility, to provide cosmetology, nail technology, hair braiding, esthetics or barbering services to residents or clients of the facility on the premises of the facility.
- If you do not meet the license qualifications as outlined, then you will not be granted a professional license.
- If you are unable to submit the required supporting documentation for the licensing method that matches your qualifications, then you may not be able to submit an application.
- All fees are non-refundable.
- Visit the Illinois Secretary of State website for business service assistance: [IL Sec of State](#)
- After you have submitted your application, all communication regarding your application will be through your email address of record.

LICENSE QUALIFICATIONS

The requirement to obtain a certificate of registration is only applicable to salons or shops offering cosmetology, esthetics, nail technology, hair braiding or barbering services. A separate certificate of registration is required for each salon or shop location.

Any physical location dedicated to providing cosmetology, esthetics, nail technology, hair braiding or barbering services, including but not limited to kiosks, trailers or motor vehicles, is subject to registration.

Any application including a business name that states or implies a service that cannot be legally offered by the business, which is misleading to consumers, or is otherwise inconsistent with the purposes of the Act may be rejected. The use of "medical" or similar term in a business name is deemed to imply a service that cannot be legally offered by the salon or shop and to be misleading to consumers and is therefore prohibited.

Per the Massage Therapy Practice Act, nothing shall prohibit the use of the terms "massage", "massage therapy", or "massage therapist" by a salon registered under the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985, provided that the salon offers massage therapy services.

A mobile salon or shop or a person or business that contracts with another business, such as a healthcare or residential facility, to provide licensed personnel to provide cosmetology, nail technology, hair braiding, esthetics or barbering services to residents or clients of the facility on the premises of the facility is not required to report the locations where services are provided, but must report the address of its business office and may be issued one certificate of registration for the business.

A person or a business that operates and maintains a permanent salon or shop on the premises of another business, such as a healthcare or residential facility, shall be required to obtain a certificate of registration for its salon or shop located at that facility and shall report both the address of its business office and the address of the facility. If that person or business has more than one permanent salon or shop *in the same facility*, only one certificate of registration is required.

REQUIRED SUPPORTING DOCUMENTS

Submit the appropriate documentation as it pertains to the ownership structure of the salon/shop.

- An Illinois Corporation must include a copy of the Articles of Incorporation as filed with the Illinois Secretary of State.
- A Foreign Corporation (those incorporated outside of Illinois) must include a copy of the Articles of Incorporation as filed with the jurisdiction where the corporation is registered; Include a copy of the certificate of authority to transact business in Illinois as filed with the Illinois Secretary of State.
- A Professional Limited Liability Company (PLLC) must include a copy of the Articles of Organization as filed with the Illinois Secretary of State.
- A Partnership must include a copy of the signed and dated partnership agreement.

When the applicant is using a franchise, include a copy of signed and dated franchise agreement. The agreement must show that the franchisee has been granted right to use a trade name, trademark, service name, service mark, or any other right to the exclusive use of names or symbols.

When using an assumed name and not a franchise, submit the appropriate authorization.

- A sole proprietor must include a certificate from county clerk's office where the owner will be conducting business.
- A Corporation must include a certificate from the Illinois Secretary of State authorizing the corporation to transact business under an assumed corporate name.
- A Professional Limited Liability Company (PLLC) must include a certificate from the Illinois Secretary of State authorizing the PLLC to transact business under an assumed professional limited liability company name.
- A partnership must include a certificate from county clerk's office where the partnership will be conducting business.

A Professional Limited Liability Company (PLLC) must designate the purpose for which the PLLC was formed when filing its Articles of Organization with the Illinois Secretary of State. Examples of acceptable purpose clauses include:

- To practice Barbering, pursuant to the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act.
- To practice Cosmetology, pursuant to the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act.
- To practice Esthetics, pursuant to the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act.
- To practice Hair Braiding, pursuant to the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act.
- To practice Nail Technology, pursuant to the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act.

Multiple professions from the same professional Act may be combined in one purpose clause. For example, "To practice *Cosmetology and Barbering*, pursuant to the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act."

The practice of massage therapy by persons licensed under the Massage Licensing Act may be combined and offered within a single professional limited liability company (PLLC) provided that each professional service is offered only by persons licensed to provide that professional service and all managers and members are licensed in at least one of the professional services offered by the PLLC.

IMPORTANT INFORMATION ONCE LICENSED

- All Salon/Shop licenses expire on November 30th of each even-numbered year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.
- Every registered salon or shop shall conduct an annual self-inspection.
- The owner shall file written notice with the Division at least 30 days in advance of the change of location of a salon or shop.
- If a registered salon or shop is to be sold or otherwise transferred, the new owner must notify the Division in writing at least 30 days in advance of the effective date of the transfer of ownership. Upon filing notice to the Division, the new owner may continue to operate the salon or shop under the previously issued registration, provided that the new owner applies for a certificate of registration with the Division within 30 days after the effective date of the transfer of ownership.
- The owner shall file written notice with the Division at least 30 days in advance of the change of name of a salon or shop.
- The Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985 (Act) ([225 ILCS 410/](#)) as well as the Rules of the Administrative Code [68 Ill. Adm. Code, Section 1175](#) (Rules) regulating this profession may be amended from time to time. It is the responsibility of a licensee under the Act to be aware of any changes that may affect their profession and make any necessary adjustments to remain in compliance with the Act and Rules.
- The Department posts profession specific notices, statements and other information to the [IDFPR](#) website. Schools, educators, students and licensed professionals should visit the [IDFPR](#) website frequently, and their profession specific pages, to stay informed about the latest information and developments.