**Section 1175.1305 Application for Certificate of Registration**

a) The application shall include the following:

1) Ownership structure, such as individual/sole proprietorship, corporation, limited liability company (LLC) or partnership;

2) Name, address, email address and telephone number of owner. If a corporation, LLC or partnership, the name, address, email address and telephone number of the chief executive officer (CEO) or managing partner;

3) Federal employer identification number (FEIN) of owner;

4) Name, address and telephone number of salon or shop;

5) Franchise disclosure;

6) Name and license number of any owner, managing partner or CEO holding an Illinois license in any profession regulated under the Act;

7) If an Illinois corporation, a copy of the entire Articles of Incorporation as filed with the Illinois Secretary of State;

8) If an Illinois corporation, a copy of the entire Articles of Incorporation filed with the Illinois Secretary of State;

9) If an LLC, a copy of the entire Articles of Organization filed with the Illinois Secretary of State;

10) If a foreign LLC, a copy of the entire Articles of Organization filed with the jurisdiction where the LLC is organized and a copy of the certificate of authority to transact business in Illinois filed with the Illinois Secretary of State;

11) If a partnership, a copy of the signed and dated partnership agreement, including the name of the partnership, business address and name of each partner;

12) If a franchise, a copy of the signed and dated franchise agreement showing that franchisee has been granted the right to use a trade name, trademark, service name, service mark or any other right to the exclusive use of names or symbols;

13) If using an assumed name, a certificate from the county clerk's office where the assumed name is filed or a certificate from the Illinois Secretary of State showing authorization to transact business under the assumed name;

14) The required fee set forth in Section 1175.100.

b) Registration Requirements. The requirement to obtain a certificate of registration from the Division 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, except as provided in subsection (c). A separate application, fee and supporting documents shall be submitted to the Division. 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. The Division may reject 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. 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.

c) 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 shall not be required to report the locations where services are provided, but shall report the address of its business office and may be issued one certificate of registration for the business. However, 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.

(Source: Added at 42 Ill. Reg. 15159, effective August 10, 2018)