

**Montana Board of Barbers & Cosmetologists**

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**CHANGE OF NAME, OWERNSHIP, AND/OR CLOSURE FORM**

**Instructions**

Salons, shops, mobile salons or shops, and schools must notify the department within ten days of any of the following changes per ARM 24.121.412:

- change of business name;
- current owner is closing the facility/business; **or**
- there is a change of ownership

*\*Note: When there is a change in ownership the license issued to the previous owner is void. The new owner must apply for a license under board laws. Change in ownership is defined as: "...when more than 50 percent of the equitable ownership of a salon, shop, mobile salon or shop, or school is transferred to one or more persons or any other legal entity, in a single transaction or in a related series of transactions." Online applications are found at <https://ebiz.mt.gov/POL/Default.aspx>.*

E-mail this form to [dlibsdhhelp@mt.gov](mailto:dlibsdhhelp@mt.gov) or upload it directly to your license record by logging into your [eBiz account](#).

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**Section 1 – Owner and Facility Information**

1. Owner Name(s): \_\_\_\_\_
2. Business Name: \_\_\_\_\_
4. Business Physical Address: \_\_\_\_\_
5. Business Address: \_\_\_\_\_  
\*Mailing address, if different than physical address\*
6. Business/Owner Email Address: \_\_\_\_\_ 7. Telephone: \_\_\_\_\_
8. License Number: \_\_\_\_\_

**Section 2 – Change of Business Name**

*\*Fill out this section only if you are changing the name of your business.*

9. New Name of Business: \_\_\_\_\_

**Section 3 – Closure or Change of Ownership**

*\*Fill out this section only if you are closing the business or you are selling over 50% of the business which is a change of ownership. The new owner will need to submit an application for licensure to operate and cannot operate under the license you held.*

10. Date of Closure or Change of Ownership: \_\_\_\_\_

**Section 4 – Declaration**

I, the owner of this salon, shop, mobile salon or shop, or school as described in Section 1, declare that the changes as described in this form are true.

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Legal Signature of Owner

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Date