

Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

License Portal: License.wi.gov
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING INACTIVE 454 STATUS RENEWAL ADDENDUM

This form applies to a credential holder renewing an Aesthetician, Barber, Cosmetologist, Electrologist, or Manicurist credential who wants the credential to be placed in **Inactive 454 Status** per Wis. Stat. § [454.06\(8m\)](#) or [454.23\(6\)](#).

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

Last Name	First Name	MI	Former / Maiden Name(s)
Credential Type: <input type="checkbox"/> Aesthetician <input type="checkbox"/> Cosmetologist <input type="checkbox"/> Electrologist <input type="checkbox"/> Manicurist Fee for Inactive 454 Status for the above professions is \$5.50.			License Number
Credential Type: <input type="checkbox"/> Barber Fee for Inactive 454 Status for Barber is \$30.00.			License Number

Please read carefully and sign below:

- I intend to refrain from the practice that is authorized under this license during the period that the license is Inactive 454 Status.
- I understand that the license will remain **inactive** until the next renewal deadline unless I apply for Active Status.
- I understand that I must apply for Active Status and pay the remaining renewal fee of \$5.50 before returning to the practice authorized under this license.
- I understand that if I am renewing an expired credential, I must meet all requirements and pay a \$25 late fee in addition to the prorated renewal fee.
- I have reviewed the changes to the Wisconsin statutes and rules that went into effect on November 29, 2017 regarding the practice of barbering, cosmetology, aesthetics, manicuring, and electrology. These changes are posted on the DSPS website, <https://dsps.wi.gov/Documents/BoardCouncils/COS/CosmetologyDigestDec2017.pdf>.
- Since your last renewal or initial licensure (if this is your first renewal), do you have any felony convictions* and/or been convicted of a felony, misdemeanor, ordinance, or other violation of federal or state law involving the use of alcohol or other drugs? ***Expunged convictions must be reported.**
 - Yes, I have convictions as specified above.
 - No, I do not have convictions as specified above.

Signature:

(If unable to provide a digital signature, please print and sign form.)

Date: / /

- Online renewal is available when applying for Inactive454 Status for the first time. Log into the website and walk through the entire renewal but DO NOT PAY online. See further instructions at dsps.wi.gov. Select "Professions" from the toolbar then click on the hyperlink for your profession.
- Contact the renewal office to request paper renewal forms.
- Mail or email this addendum along with completed renewal forms to the renewal office:
DSPS – Renewal Unit
P.O. Box 8935
Madison, WI 53708-8935
DSPSRenewal@wisconsin.gov
- Allow 10-15 business days for this request to be reviewed and processed.