

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INACTIVE 454 STATUS RENEWAL ADDENDUM

This form applies to credential holders renewing an Aesthetician, Barber, Cosmetologist, Electrologist, or Manicurist credential and want the credential to be placed in Inactive 454 Status per Wis. Stat. §§ [454.06\(8m\)](#) and [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 <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Former / Maiden Name(s) <input type="text"/>
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 <input type="text"/>
Credential Type: <input type="checkbox"/> Barber Fee for Inactive 454 Status for Barber is \$31.50.			License Number <input type="text"/>

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.

Signature:
 (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 dsp.wi.gov. Select "Professions" from the tool bar then click on the hyperlink for your profession.
- Contact the renewal office to request paper renewal forms.
- Mail, fax, or email this addendum along with completed renewal forms to the renewal office:
 DSPS – Renewal Unit
 P.O. Box 8935
 Madison, WI 53708-8935
 Fax (608) 251-3036
DSPSRenewal@wisconsin.gov
- Allow 10-15 business days for this request to be reviewed and processed.