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Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of Cosmetology and Barbering
1000 Washington Street, Suite 710
Boston, Massachusetts 02118

EDWARD A. PALLESCHI
UNDERSECRETARY OF CONSUMER
AFFAIRS AND BUSINESS
REGULATION

LAYLA R. D'EMILIA
COMMISSIONER, DIVISION OF
PROFESSIONAL LICENSURE

Electrology Office Registration Process

To register a new Electrology office or a change in location of an Electrology office, please send the information outlined below to the Board by mail or email:

Email: cosmetologyandbarberingboard@mass.gov

Mail:

Board of Registration of Cosmetology and Barbering
1000 Washington Street, Suite 710
Boston, MA 02118

Required Documentation:

- Floor plan including:
 - Entire layout of the business, indicating rooms/equipment, front door/backdoor, bathroom location and salon set-up. Each room must be labeled with its intended purpose.
 - Owner's name & 2 phone numbers where you can be contacted
 - Name and address of business (must be the street address and not a P.O. Box)
 - Anticipated opening date
- Copy of the Electrologist's current license
- Copy of blank case history card.
- Copy of the Business Certificate. If business is incorporated submit a copy of the Articles of Incorporation, if partnership a copy of partnership agreement or LLCs.

Inspection:

After the submitted information has been received and approved an investigator will contact the owner to set up an inspection date **within 2 weeks of the approval date**. If you miss your inspection appointment your application will be denied and you will have to submit a new application to reapply.

