

PENDING APPROVAL - 2018

A check or money order payable to the **TREASURER OF VIRGINIA**,
 or a completed [credit card insert](#) must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

- You must hold a **CURRENT** license or certificate listed in the following table to apply through endorsement.
- If you do not hold a **current** license/certificate in another state or jurisdiction, this application **cannot** be processed.
- For Cosmetologist, if your training was less than 1200 hours, **you are not eligible for license by endorsement.**
- A **Certification of Licensure** (dated within the last 60 days) is **required** to obtain licensure.

Select one license type you are requesting:

X	License Type	X	License Type - Instructor
	Fee \$75.00		Fee \$100.00
<input type="checkbox"/>	1301 Barber License	<input type="checkbox"/>	1302 Barber Instructor Certificate
<input type="checkbox"/>	1201 Cosmetology License	<input type="checkbox"/>	1204 Cosmetology Instructor Certificate *
<input type="checkbox"/>	1206 Nail Technician License	<input type="checkbox"/>	1207 Nail Technician Instructor Certificate
<input type="checkbox"/>	1214 Wax Technician License	<input type="checkbox"/>	1215 Wax Technician Instructor Certificate
<input type="checkbox"/>	1231 Tattooer License		
<input type="checkbox"/>	1236 Permanent Cosmetic Tattooer License		
<input type="checkbox"/>	1237 Master Perm. Cosmetic Tattooer License		
<input type="checkbox"/>	1241 Body Piercer License		
<input type="checkbox"/>	1261 Esthetician License		
<input type="checkbox"/>	1264 Master Esthetician License		

* An individual holding a **Cosmetology Instructor Certificate** may teach a nail technician and wax technician program without obtaining a separate Nail Technician Instructor or Wax Technician Instructor Certificate.

- Are you applying for an **Instructor** certificate or have you been **previously** licensed in Virginia as a barber, cosmetologist, nail technician, wax technician, body piercer, esthetician, master esthetician, tattooer, permanent cosmetic tattooer, or master permanent cosmetic tattooer?

No

Yes If yes, provide your Virginia license number and expiration date:

VA License Number Expiration Date _____

1. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

 Last (required) First (required) Middle Generation

2. Provide at least **one** of the following identification numbers*:

Social Security Number and/or - -

Virginia DMV Control Number

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

3. Date of Birth _____
 MM/DD/YYYY

4. Maiden or Former Name(s) _____

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OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1021			

5. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license. _____
 City State Zip Code

6. Street Address (PO Box not accepted) _____
PHYSICAL ADDRESS REQUIRED _____
 Check here if Street Address is the same as the Mailing Address listed above.

 City State Zip Code

7. Contact Numbers _____
 Primary Telephone Alternate Telephone Fax

8. Email Address _____
 Email address is considered a public record and will be disclosed upon request from a third party.

9. Do you hold a **current** barber, cosmetologist, nail technician, wax technician, body piercer, esthetician, master esthetician, tattooer, permanent cosmetic tattooer, or master permanent cosmetic tattooer license, certification or registration **issued by any state or territory of the United States** (excluding Virginia)?

No If no, this application **cannot** be processed. Complete the [Exam & License application](#).

Yes If yes, complete the following questions:

A. List the following state/jurisdiction where a license, certification or registration has been issued: (List all **current** and **expired** professional types listed above.)

Professional Type	State/Jurisdiction	License, Certification or Registration Number	Expiration Date

B. Are you in good standing as a licensed, certified, or registered professional for the states/jurisdictions listed in question 9.A?

Yes

No If **no**, provide an original Certification of Licensure* (dated within the last 60 days) from each state/jurisdiction where you are **not** in good standing.

C. Have you successfully completed any **training** or an **apprenticeship program** to become a licensed, certified or registered professional for the states/jurisdictions listed in question 9.A?

No If no, you **do not qualify** by Endorsement. Complete the [Exam and License Application](#).

Yes If yes, provide a **Certification of Licensure/Letter of Good Standing*** (dated within the last 60 days) prepared by the state board or regulatory body.

Provide the following:

Training : (Total hours completed)* _____

Apprenticeship Program : (Total hours completed) _____

* For Cosmetologist, if your training was less than 1200 hours, you are **not** eligible for a license by endorsement.

D. Have you successfully completed an examination to become a licensed, certified or registered professional for the states/jurisdictions listed in question 9.A?

No If no, you **do not qualify** by Endorsement. Complete the [Exam and License Application](#).

Yes If yes, provide a Certification of Licensure/Letter of Good Standing* (dated within the last 60 days) prepared by the state board or regulatory body.

- * Certifications of Licensure/Letter of Good Standing; prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.) and the minimum requirement that were met to qualify for licensure*; and 5) *all closed disciplinary actions resulting in a violation or undetermined finding. Certification must be mailed directly to:*

Board for Barbers and Cosmetology, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485

10. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body? This includes but is not limited to any monetary penalties, fines, suspensions, revocations, surrender of a license in connection with a disciplinary action or voluntary termination of a license.

No

Yes If yes, complete the [Disciplinary Action Reporting Form](#).

11. Have you ever had an application for licensure, certification or registration as a practitioner or instructor in the fields of barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or tattooing **denied** by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete the [Denial of Licensure Reporting Form](#).

12. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony** within the last 20 years? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the last two (2) years? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

13. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 7, of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Regulations, Tattooing Regulations, Body Piercing Regulations and Esthetics Regulations as applicable.*

Signature _____ Date _____