



**Virginia Board for Barbers and Cosmetology  
 LICENSE BY ENDORSEMENT APPLICATION**

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 any current licenses/certificates in another state or jurisdiction, this application **cannot** be processed.
- ⇒ For each license, you must provide a **Certification of Licensure** (dated within the last 60 days). The Certification of Licensure must be:
  1. prepared by the state board or licensing body in which you are currently licensed; and
  2. mailed in an unopened envelope with the seal or signature of the state board overlaying the flap on the back of the envelope and addressed to the Virginia Board for Barbers and Cosmetology.

**Select one license type you are requesting:**

✕	License Type										Fee	
<input type="checkbox"/>	1301	Barber License										\$105
<input type="checkbox"/>	1201	Cosmetology License										\$105
<input type="checkbox"/>	1206	Nail Technician License										\$105
<input type="checkbox"/>	1214	Wax Technician License										\$105
<input type="checkbox"/>	1231	Tattooer License										\$105
<input type="checkbox"/>	1236	Permanent Cosmetic Tattooer License										\$105
<input type="checkbox"/>	1237	Master Permanent Cosmetic Tattooer Lic										\$105
<input type="checkbox"/>	1241	Body Piercer License										\$105
<input type="checkbox"/>	1261	Esthetician License										\$105
<input type="checkbox"/>	1264	Master Esthetician License										\$105
<input type="checkbox"/>	1302	Barber Instructor Certificate	Current VA Barber License No.	1	3	0	1					\$125
<input type="checkbox"/>	1204	Cosmetology Instructor Certificate *	Current VA Cosmetologist License No.	1	2	0	1					\$125
<input type="checkbox"/>	1207	Nail Technician Instructor Certificate	Current VA Nail Tech License No.	1	2	0	6					\$125
<input type="checkbox"/>	1215	Wax Technician Instructor Certificate	Current VA Wax Tech License No.	1	2	1	4					\$125
<input type="checkbox"/>	1239	Tattooer Instructor Certificate	Current VA Tattooer License No.	1	2	3	1					\$125
<input type="checkbox"/>	1250	Permanent Cosmetic Tattooer Instructor	Current VA Perm. Cosm. Tattooer Lic. No.	1	2	3	6					\$125
<input type="checkbox"/>	1262	Esthetician Instructor Certificate	Current VA Esthetician License No.	1	2	6	1					\$125
<input type="checkbox"/>	1265	Master Esthetician Instructor Certificate	Current VA Master Esthetician License No.	1	2	6	4					\$125
* 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.												

1. Name \_\_\_\_\_  
 Last First Middle Generation
2. Provide **one** of the following identification numbers.  
 Social Security Number or  Virginia DMV Control Number \* [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]  
 \* 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 Name or Former Surname(s) \_\_\_\_\_

Office Use Only	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1021			

5. Mailing Address (PO Box accepted) \_\_\_\_\_  
If a mailing address is submitted, the mailing address will be printed on the license. \_\_\_\_\_  
City State Zip Code

6. Street Address (PO Box not accepted) \_\_\_\_\_  
PHYSICAL ADDRESS REQUIRED \_\_\_\_\_  
City State Zip Code

7. Email Address \_\_\_\_\_

8. Contact Numbers \_\_\_\_\_  
Primary Telephone Alternate Telephone Fax

9. Are you **currently** licensed to practice as a barber, cosmetologist, nail technician, wax technician, body piercer, tattooer, permanent cosmetic tattooer, or esthetician (individual or instructor) in any other state or jurisdiction of the United States?

- No  **If no, this application cannot be processed.**  
Yes  If yes, complete the following table and attach an original Certification of Licensure/Letter of Good Standing (dated within the last 60 days).

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

◆ 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 or renewal fee; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and 5) all closed disciplinary actions resulting in a violation or undetermined finding.

10. Do you hold a current or expired Virginia Barber, Cosmetology, Nail Technician, Wax Technician, Body Piercer, Tattooer, Permanent Cosmetic Tattooer or Esthetician License as either a practitioner or instructor?

- No   
Yes  If yes, provide your license number and expiration date below  
VA License Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] Expiration Date \_\_\_\_\_

11. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

- No   
Yes  If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. 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, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. Have you ever been convicted in any jurisdiction of a *misdemeanor and/or felony*? Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.

No

Yes  If yes, applicants are required to attach an *original criminal history record*<sup>★</sup> issued by the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original official criminal history record from each state in which they have convictions. Virginia residents may request complete criminal records from the Virginia State Police at [www.vsp.state.va.us](http://www.vsp.state.va.us) or by phone at 804-674-6718.

★ For each conviction, please provide a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation etc.).

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Regulations, Wax Technician Regulations, Tattooing Regulations, Body Piercing Regulations and Esthetics Regulations, as applicable.*

Signature \_\_\_\_\_ Date \_\_\_\_\_