

**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 Barbers and 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:**

	License Type			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. Select at least **one** of the following identification numbers\*:

**Social Security Number** and/or  -  -

**Virginia DMV Control Number**

- Provide 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) \_\_\_\_\_

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

\* Any person currently licensed to practice as an esthetician in another state/jurisdiction, may apply for a Virginia Wax technician license by endorsement.

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 Barbers and 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:*

*DPOR, 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?

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**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes  If yes, complete the Criminal Conviction Reporting Form.

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor**? *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 desire. 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, Wax Technician Regulations, Tattooing Regulations, Body Piercing Regulations and Esthetics Regulations as applicable*.

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