



PROFESSIONAL CREDENTIAL SERVICES, INC.

Virginia Cosmetology Coordinator

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Virginia Board for Barbers and Cosmetology
**MASTER PERMANENT COSMETIC TATTOOER
 EXAMINATION & LICENSE APPLICATION**
 Fee \$75.00

Instructions: Complete this form and mail it with a cashier's check, money order, or credit card payment for the full amount of the fee, payable to **Professional Credential Services, Inc.** at the Professional Credential Services address above. Upon passing the exam, Professional Credential Services, Inc. will send you a FEE NOTICE. Submit the **signed** FEE NOTICE and license fee to:

Virginia Board for Barbers and Cosmetology
 Department of Professional and Occupational Regulation
 9960 Mayland Drive, Suite 400
 Richmond, VA 23233

⇒ **TO BE ELIGIBLE FOR THE MASTER PERMANENT COSMETIC TATTOOING LICENSE EXAMINATION, YOU MUST HAVE COMPLETED MASTER PERMANENT COSMETIC TATTOOING TRAINING THAT IS ACCEPTABLE TO THE BOARD. INFORMATION ON THIS TRAINING SHOULD BE DOCUMENTED ON A *Training & Experience Verification Form*.**

1. Name _____
Last First Middle Generation

2. Provide **one** of the following:
 Social Security No. or Virginia DMV Control No. *
 _____ - _____ - _____

* 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) _____

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)

City State Zip Code

7. E-mail Address _____

8. Contact Numbers

Primary Telephone Alternate Telephone Facsimile

9. Have you ever taken the Master Permanent Cosmetic Tattooer Examination in Virginia?
 No Month(s)/Year(s) Taken _____
 Yes _____

Office Use Only	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		1237	

10. Do you hold a current or expired Virginia Tattooer, Limited Term Tattooer, Permanent Cosmetic Tattooer or Master Permanent Cosmetic Tattooer License?
 No
 Yes VA License Number

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 Expiration Date _____

11. Do you hold a current or expired tattooing license, certification or registration in any state or jurisdiction within the United States or its territories (excluding Virginia)?
 No
 Yes If yes, list the licenses, certifications and registrations in the following table.

State/Jurisdiction	License, Certification or Registration No.	Expiration Date

12. 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.

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, list the misdemeanor and or felony conviction(s). Attach your original criminal history record; 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). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department. Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must obtain a complete criminal history record from the Virginia State Police. You may obtain a request form from the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472 or by contacting your local State Police Division.

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 Tattooing Regulations.

Signature _____ Date _____