If your license expired more than 2 years ago, YOU CAN NOT REINSTATE your license. Instead, you must re-apply as a new (Initial) applicant.

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.

Select the license type you are requesting:

<table>
<thead>
<tr>
<th>License Type</th>
<th>Initial (1020)</th>
<th>Reinstatement (4020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1304 - Barber Shop</td>
<td></td>
<td></td>
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<tr>
<td>1202 - Cosmetology Salon</td>
<td></td>
<td></td>
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<tr>
<td>1208 - Nail Salon</td>
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<td></td>
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<tr>
<td>1218 - Waxing Salon</td>
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<td></td>
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<tr>
<td>1266 - Esthetics Spa</td>
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<td></td>
</tr>
</tbody>
</table>

* Application fee is per each license type.

1. Provide a current or previously issued license as a Shop, Salon or Spa issued by the Board for Barbers and Cosmetology - (if applicable).

Virginia License Number Expiration Date

2. Business or Sole Proprietor Name

   A sole proprietor should enter his/her full legal name and the company name should be entered below as the Trade/DBA name. All names must be the same as the name on your government issued ID or organization/business documents.

3. Trade, “Doing Business As” (DBA) or Fictitious Name

   If a Trade or Fictitious Name is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to §§59.1-68 of the Code of Virginia must be attached to this application.

4. A. Type of business entity (select only one)

   - [ ] Sole Proprietorship
   - [ ] General Partnership
   - [ ] Solely Owned LLC
   - [ ] Corporation
   - [ ] Limited Partnership
   - [ ] Limited Liability Company
   - [ ] Other, please specify:


   B. State Corporation Commission Number: (If applicable)

   ♦ If your business is a corporation, limited liability company, or limited partnership, your business/trade name(s) must be registered with the Virginia State Corporation Commission (including all out-of-state businesses). Firm/Businesses shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firm/Businesses must register any trade or fictitious names with the State Corporation Commission and the clerk of court in the county or jurisdiction where the business is to be conducted. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

   ♦ General Partnerships must attach a copy of statement of partnership filed with the clerk of the court in the locality where business will be conducted or a certificate of partnership issued by the Virginia State Corporation Commission.
5. Provide **one** of the following identification numbers*: 

- Business Federal Employer Identification Number (FEIN)
- Sole Proprietor's/Individual's Social Security Number
- Virginia Department of Motor Vehicles Control Number

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

* State law requires every applicant, who is not a sole proprietor or solely owned LLC, to provide a federal employer identification number. Sole proprietor or solely owned LLC who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

6. Mailing Address (PO Box accepted) 
The mailing address will be printed on the license.

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

7. Street Address (PO Box not accepted) 
PHYSICAL ADDRESS REQUIRED

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

8. Contact Numbers

- Primary Telephone
- Alternate Telephone
- Fax

9. Email Address

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

10. List all member of **Responsible Management** (sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company, or officers of the business/organization).

<table>
<thead>
<tr>
<th>Individual's Full Legal Name</th>
<th>Title</th>
<th>Address</th>
<th>Social Security No. or VA DMV Control No.*</th>
<th>Date of Birth</th>
</tr>
</thead>
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</table>

* 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.

11. Has this **Business/Organization** or any member of **Responsible Management** 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**.

12. Has this **Business/Organization** or any member of **Responsible Management** ever been refused or **denied** a business, professional or occupational license, certification, or registration as a practitioner or instructor in the fields of barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or tattooing by any (including Virginia) local, state or national regulatory body?

- No 
- Yes If yes, complete the **Denial of Licensure Reporting Form**.
13. A. Has this Business/Organization or any member of Responsible Management 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. Has this Business/Organization or any member of Responsible Management been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any misdemeanor 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.

14. 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, Board for Barbers and Cosmetology Regulations and Esthetics Regulations.

Signatures for all Responsible Management is required:
(sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company, or officers of a corporation)

1. Print Name ___________________________ Title ___________________________  
   Signature __________________________________ Date ___________________________

2. Print Name ___________________________ Title ___________________________  
   Signature __________________________________ Date ___________________________

3. Print Name ___________________________ Title ___________________________  
   Signature __________________________________ Date ___________________________

4. Print Name ___________________________ Title ___________________________  
   Signature __________________________________ Date ___________________________

5. Print Name ___________________________ Title ___________________________  
   Signature __________________________________ Date ___________________________

(Photocopy this sheet if additional signatures are needed.)