



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

BARBER AND COSMETOLOGY SCHOOL APPLICATION INSTRUCTIONS

Each entity looking to obtain a Barber and Cosmetology School license shall provide an application in compliance with Title 9, Occupations Code, Chapter 1603 and all TDLR established guidelines and criteria for a Barber and Cosmetology School.

- 1. Name of School** – Enter the legal name of the school.
- 2. Application Fee** - \$580.00 Non-refundable
- 3. School Application License Type** – Select the type of application you are filing.
- 4. Organization Type** – Select the organization type for your business.
What is a “Doing Business As” Name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation. It’s important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name.
For example, consider this scenario: John Smith sets up a painting business. Rather than operate under his own name, John instead chooses to name his business: “John Smith Painting”. This name is considered an assumed name and John will need to register it with the appropriate local government agency.
Do I need a DBA name? A DBA is needed in the following scenarios:
Sole Proprietors or Partnerships – If you wish to start a business under anything other than your real name, you’ll need to register a DBA so that you can do business as another name.
Existing Corporations or LLCs – If your business is already set up and you want to do business under a name other than your existing corporation or LLC name, you will need to register a DBA.
- 5. School Mailing Address and Contact Information** – Enter the School mailing address, phone number, website address and email address. This address is where the Department will mail all correspondence and may be a post office box. The email address will be the contact for the Student Hour and Enrollment Automated Reporting System (SHEARS). Email addresses are a part of the key information required to transact business with TDLR. The email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public. Enter the name, title, email address, and phone number of a person we can contact about this business and has authority to make business decisions. By providing my email address I authorize TDLR to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address, or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
- 6. School Physical Address** – Enter the physical address of the School. This address is the actual business location of the School and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
- 7. Is there an Establishment Operating in the same space?** - If yes, provide the establishment license number A person may not operate an establishment on the same premises as a school unless the facilities are separated by walls of permanent construction without an opening between the facilities.
- 8. Owner’s Information** – List the name, title contact information and ownership information for each owner of the school. Federal ID No. or Owner Social Security No. – Provide the social security number for a sole proprietor. Provide the Federal ID number for partnerships, corporations or limited liability companies. Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General or call 460-6000 or (800) 252-8014.
- 9. Anticipated Opening Date/Hours of Operation** – Enter an approximate date the school will open and hours of operation. All requirements must be met prior to opening and requesting inspection. The initial school inspection must be requested by the school after the school application has been approved by the department. Once the initial inspection is approved and the school license is received, the school can open.
- 10. Curriculum** – Indicate the course to be offered/taught at the school. The two-page Cosmetology School Curriculum Approval Application MUST be submitted with the school application. A certificate of approval will be issued displaying the courses that the school is approved to offer including distance education hours. Schools are required to post the certificate of approval. [The forms are located here.](#)
- 11. Statement of Applicant** – Application must be signed by the owner, officer or authorized representative of the school. Be sure to print the name, sign and date the application.

REVIEW PROCESS

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve an application. During the application review process, you will be notified in writing of any discrepancies/requirements not met.

SEND YOUR COMPLETED APPLICATION TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

For additional information and questions, please visit the [Texas Department of Licensing & Regulation web page](#) or reach the [Education and Examination Division via web form](#) where you can submit your request for assistance and include attachments as needed.

REQUIRED DOCUMENTS

Private Post Secondary:

- \$580.00 Application Fee (Fee is non-refundable)
- Completed School Application (this form must be completed in its entirety where applicable)
- Proof of ownership of building or proof of lease for the first 12 months of operation.
- The School Curriculum Approval Application (2 pages) for each course to be offered. Curriculum applications may be found at <https://www.tdlr.texas.gov/cosmet/schools/forms.htm>
- A current financial statement prepared by a certified public accountant. If the financial statement is more than 180 days old, an applicant must also provide a supplement financial statement dated to within 180 days of the application. Additional information regarding the financial requirements can be found on our website Information [Financial Reviews for Texas Barber and Cosmetology Schools](#).

Public Secondary/Post Secondary:

- \$580.00 Application Fee (Fee is non-refundable)
- Completed School Application (this form must be completed in its entirety where applicable)
- The School Curriculum Approval Application (2 pages) for each course to be offered. Curriculum applications may be found at www.tdlr.texas.gov/cosmet/cosmetschoolforms.htm.

INSPECTION PROCESS

Once school application requirements have been met, you will receive an e-mail that "All application requirements have been met" with an attached Initial School Inspection Request Form. The School owner/representative must request the initial school inspection from the department. Upon receipt of the request, the inspector will contact the owner/representative to schedule the date for initial inspection.

In order to be eligible for inspection, all equipment must be installed and the school ready to open.

SCHOOLS MAY NOT OPERATE OR ENROLL STUDENTS UNTIL THE INSPECTION HAS BEEN PASSED AND THE SCHOOL PERMIT HAS BEEN ISSUED.

ALL REQUIREMENTS MUST BE MET WITHIN 12 MONTHS OF THE FILING DATE OR THE APPLICATION WILL BE TERMINATED.



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BARBER AND COSMETOLOGY SCHOOL APPLICATION

1. Name of School: _____

2. Application Fee:

\$580 (Non-refundable fee)

3. School Application License Type: (check one)

Private Post Secondary

Public Post Secondary (Community College)

Public Secondary (High School)

4. Organization Type: (check one)

Sole Proprietor

Partnership

Corporation

Limited Liability

5. School Mailing Address and Contact Information: (Used to receive mail from TDLR, P.O. BOX is allowed)

Number, Street Name, Suite Number/Apartment Number, City, State Zip Code

School Website Address

School Phone Number

School Email Address

Contact Person Name

Contact Phone Number

Contact Person Email Address

6. School Physical Address: (Where permanent records are kept, P.O. BOX is not allowed)

Number, Street Name, Suite Number, City, State, Zip Code

County

7. If there is an establishment attached to the school provide the establishment license number: _____

8. Owner information. List the full name and contact information of the owners that have ownership in the business.

Business Name/Owner Name

Title

Ownership %

Federal ID No. or Owner Social Security No.: _____

Mailing Address:

Number, Street Name, Suite Number City State Zip Code

Phone Number

Email Address

Additional Owner Information Mailing Address and Contact Information: (if necessary)

Business Name/Owner Name _____

Title _____

Ownership % _____

Federal ID No. or Owner Social Security No.: _____

Mailing Address: _____

Number, Street Name, Suite Number City State Zip Code

Phone Number _____

Email Address _____

Additional Owner Information Mailing Address and Contact Information: (if necessary)

Business Name/Owner Name _____

Title _____

Ownership % _____

Federal ID No. or Owner Social Security No.: _____

Mailing Address: _____

Number, Street Name, Suite Number City State Zip Code

Phone Number _____

Email Address _____

9. Anticipated Opening Date/Hours of Operation:

Opening Date: _____

Business Days/Hours of Operation:

Sunday: _____ Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____ Saturday: _____

10. Curriculum: (Select the Course Types that will be offered)

Class A Barber (1000 hours)

Eyelash Extension (320 hours)

Cosmetology Operator (1000 hours)

Hair Weaving (300 hours)

Hair Weaving/Esthetician (800 hours)

Esthetician/Manicure (800 hours)

Esthetician (750 hours)

Manicure (600 hours)

Note: Attach Curriculum Approval Applications for each Course requested. Curriculum Applications can be found at: www.tdlr.texas.gov/cosmet/schools/forms.htm

11. Statement of Applicant: By signing this application, I certify all information submitted on this application is true and accurate. I certify that I have read and I will comply with all applicable provisions of the Texas Occupation Code, Chapters 51, and 1603; Texas Administrative Code, Title 16, Chapter 60 and the Barber and Cosmetology Administrative Rules, Texas Administrative Code, Title 16, Chapter 83. I understand that providing false information on this application may result in revocation of our license or the approval being requested and the possible imposition of administrative penalties.

Signature of Owner and/or Officer _____

Date Signed _____

Printed Name of Owner and/or Officer _____

Title _____