



TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 • Austin, Texas 78711-2157
(800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871
www.tdlr.texas.gov • cs.barbers@tdlr.texas.gov

BARBER INSTRUCTOR - ADDING A BARBER INSTRUCTOR LICENSE TYPE APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in **black ink**. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. NAME - Write your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and III. (Mr. is not a suffix.)
2. DO YOU HAVE A SOCIAL SECURITY NUMBER - Check YES or NO to indicate if you have been issued or assigned a Social Security Number by the Social Security Administration.
3. SOCIAL SECURITY NUMBER - Social security number disclosure is required by Section 231.302(1) of the Texas Family Code in order 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 at:

www.oag.state.tx.us/child/index or call (512) 460-6000 or (800) 252-8014
4. DATE OF BIRTH - Write your birthdate.
5. GENDER - Select whether you are male or female.
6. MAILING ADDRESS - Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately. Always keep your mailing address current with TDLR. A license renewal notice will be mailed to your address of record before the date your license will expire.
7. PHONE NUMBER - Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
8. EMAIL ADDRESS - Write your email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
9. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at www.tdlr.texas.gov/misc/LIC002.pdf

If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at www.tdlr.texas.gov/crimHistoryEval.htm
10. DISCIPLINARY ACTION HISTORY - Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at www.tdlr.texas.gov/misc/DisciplinaryActionQuestionnaire.pdf

11. TYPE OF BARBER INSTRUCTOR LICENSE YOU CURRENTLY HOLD - Check the type of barber instructor license you currently hold. This license must not be expired.

12. BARBER INSTRUCTOR LICENSE NUMBER - Write the license number of the license you selected in section 12.

13. TYPE OF BARBER INSTRUCTOR LICENSE YOU ARE APPLYING FOR - Check the type of barber instructor license you are applying for.

Note: To be eligible for additional barber instructor licenses, you must hold the appropriate active class A barber or barber specialty license. For example, if you are a class A barber instructor and want to add a barber manicurist instructor license, you must hold an active barber manicurist license.

14. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you date and sign your application.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: <http://www.tdlr.texas.gov/military.htm>.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: cust.assist@tgslc.org.**



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DO NOT WRITE ABOVE THIS LINE

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

APPLICATION FEE: \$65 (FEE IS NON-REFUNDABLE)

PAYMENTS MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER PAYABLE TO TDLR

ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK INK

1. Name:

Last First Middle Name Suffix (JR, SR, III)

2. Do you have a Social Security Number (SSN): Yes No

3. Social Security Number:
(See instruction sheet for disclosure information) _____

4. Date of Birth: _____ - _____ - _____
Month Day Year

5. Gender: Male Female

6. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR)(A PO box is allowed for this address)

Number, Street Name, Apartment Number

City _____ State _____ Zip Code _____

7. Phone Number:
 (_____) _____
Area Code Phone Number

8. Email Address:

(Ex: johndoe@aol.com) See instruction sheet for disclosure information

9. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? Yes No
If YES, attach a Criminal History Questionnaire to this application for each offense.
See the instruction sheet for more information

10. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state? Yes No
If YES, attach a Disciplinary Action Questionnaire to this application.
 (This does not include your driver license.)

BARBER LICENSE REQUIREMENT

To be eligible for additional barber instructor licenses, you must hold the appropriate active class A barber or barber specialty license. You will not have to complete the barber instructor education or examination because you have already completed the education and exam requirement.

11. Type of barber instructor license you currently hold:

Class A Barber Instructor Barber Manicurist Instructor Barber Technician Instructor

Barber Technician/Manicurist Instructor Barber Technician/Hair Weaving Instructor

12. Barber Instructor License Number: _____

BARBER LICENSE REQUESTED

13. Type of barber instructor license you are applying for: (Check one)

- Barber Technician/Manicurist Instructor
(Barber technician/barber manicurist license required)
- Barber Manicurist Instructor
(Barber manicurist license required)
- Barber Technician Instructor
(Barber technician license required)

- Barber Technician/Hair Weaving Instructor
(Barber technician/barber hair weaving license required)

14. STATEMENT OF APPLICANT

I certify that I will comply with all applicable provisions of the Texas Occupational Code, Chapters 51, 1601, and 1603; 16 Texas Administrative Code, Chapter 60; and the Barber Administrative Rules, 16 Texas Administrative Code, Chapter 82. I understand that providing false information on this application may result in revocation of the license I am requesting and the imposition of administrative penalties.

Date Signed

Applicant Signature