



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 LICENSE BY RECIPROCITY APPLICATION INSTRUCTIONS

Use this application if your state or territory has education and examination requirements substantially equivalent to Texas. You can check to see if your state has equivalent standards at:

[www.tdlr.texas.gov/barbers/barberstates.htm](http://www.tdlr.texas.gov/barbers/barberstates.htm)

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 Initial, 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](http://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 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. TDLR will use your email address only for the purpose of communicating with you electronically in a manner which protects your email address from disclosure under the Public Information Act.
9. TYPE OF INSTRUCTOR LICENSE APPLYING FOR - Check the box of the instructor license you are applying for.
10. OUT-OF-STATE LICENSE - Write the name of the state where your current out-of-state barber license was issued, the license number, and the expiration date. License holders from other states and territories may be eligible for a Texas license if their state has education and examination requirements that are substantially equivalent to Texas. You can check to see if your state has equivalent standards at [www.tdlr.texas.gov/barbers/barberstates.htm](http://www.tdlr.texas.gov/barbers/barberstates.htm)

You must submit with your application:

- a copy of your out-of-state barber license and
- a letter of certification from the out-of-state licensing agency.

You must contact the state where your current out-of-state license was issued and request that they send to you, or to TDLR, a letter of certification. To expedite the process, it is best for the other state to send you the letter of certification, so that you may submit all of the paperwork to TDLR at the same time. However, you must be sure that the letter of certification remains in the sealed envelope from the other state.

11. HOW MANY YEARS OF BARBER TEACHING EXPERIENCE - Write the number of years you have taught barbering as a licensed instructor.

12. HAVE YOU EARNED A HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY - Check YES or NO to indicate if you have graduated from high school or earned a G.E.D. If you answer NO, you may not be eligible for this license.
13. 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](http://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 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](http://www.tdlr.texas.gov/crimHistoryEval.htm)
14. 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/Disciplinary Action Questionnaire.pdf](http://www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf)
15. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you date and sign your application.

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 Student Loan Corporation, PO Box 15996, Austin, Texas 78761-5996, Telephone: (800) 222-6297.**



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

FOR LICENSING USE ONLY

**BARBER INSTRUCTOR LICENSE BY RECIPROCITY APPLICATION**

FOR FINANCIAL SERVICES USE ONLY

**Do Not Write Above This Line**

**YOU MUST MEET ALL REQUIREMENTS WITHIN TWELVE MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.**  
**APPLICATION FEE: \$170 (FEE IS NON-REFUNDABLE)**  
**ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK INK**

**1. Name:**  
 \_\_\_\_\_  
 Last First Middle Initial 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:** (A PO box is allowed for this address)  
 \_\_\_\_\_

Number, Street Name, Suite Number/Apartment Number  
 \_\_\_\_\_  
 City County State Zip Code

**7. Phone Number:** \_\_\_\_\_  
 (Area Code) Phone Number

**8. Email Address:** \_\_\_\_\_  
 (Ex: johndoe@aol.com) See instruction sheet for disclosure information

**9. Type of Instructor License Applying for:** (Check www.tdlr.texas.gov/barbers/barberstates.htm for your state's eligibility for reciprocity with TX)  
 Class A Barber  Barber Technician  Hair Weaving Specialty  Hair Braiding Specialty

**10. Out-of-State Instructor License:** (Check www.tdlr.texas.gov/barbers/barberstates.htm for your state's eligibility for reciprocity with Texas)  
 \_\_\_\_\_  
 State Where License Issued License Number Expiration Date

You must submit with your application: (a) a copy of your out-of-state barber instructor license, and  
 (b) a letter of certification from the out-of-state licensing agency.

**11. How many years of barber teaching experience?** \_\_\_\_\_

**12. Have you earned a high school diploma or a high school equivalency certificate?**  Yes  No

**13. 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, complete and attach a Criminal History Questionnaire for each offense.  
See the instruction sheet for more information

**14. 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.)

**15. 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