



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.cosmetologists@tdlr.texas.gov

COSMETOLOGY 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/cosmet/cosmetstates.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 a cashier's 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 CASHIER'S 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(c)(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. 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.
9. TYPE OF LICENSE APPLYING FOR - Check the box of the license you are applying for.
10. OUT-OF-STATE LICENSE - Write the name of the state where your current out-of-state cosmetology license was issued, the license number and 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/cosmet/cosmetstates.htm

You must submit with your application:

- a copy of your current out-of-state cosmetology 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. HIGH SCHOOL DIPLOMA OR EQUIVALENT - Check YES or NO to indicate if you have obtained a high school diploma or the equivalent of a high school diploma or have passed a valid examination administered by a certified testing agency that measures your ability to benefit from training.

12. **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

13. **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

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>.

Texas Education Code §57.491 prohibits state agencies from renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the Trellis Company unless the licensee has entered into a repayment agreement. The Trellis Company is formerly known as Texas Guaranteed Student Loan Corporation, TGSLC, or TG. The Trellis Company website is www.trelliscompany.org and they can be contacted by email at collec-tions@trelliscompany.org, by phone at (800)252-9743 or (512)219-5700, or by mail at Trellis Collections, PO Box 659602, San Antonio, TX 78265-9602.

If you are not sure which organization issued your student loan or is your loan servicer, you can contact the Department of Education's National Student Loan Data System (NSLDS) for a centralized view of your financial aid. Their website is www.NSLDS.ed.gov and their phone number is 800-433-3243.



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.cosmetologists@tdlr.texas.gov

COSMETOLOGY LICENSE BY RECIPROCITY APPLICATION

DO NOT WRITE ABOVE THIS LINE

We will need a Certified Transcript of Hours in addition to the Letter of Certification in a sealed envelope from the issuing state board or school if you are licensed from a state listed at the following link:
<https://www.tdlr.texas.gov/cosmet/cosmetstates.htm>.

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

APPLICATION FEE: \$100 (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) (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. Type of License Applying for: (Check www.tdlr.texas.gov/cosmet/cosmetstates.htm for your state's eligibility for reciprocity with Texas)

- Cosmetology Operator Esthetician Specialty Manicurist Specialty
 Hair Weaving Specialty Wig Specialty Esthetician/Manicurist Specialty Eyelash Extension Specialty

10. Out-of-State License:

_____ State Where License Issued _____ License Number _____ Expiration Date _____
 You must submit the following with your application: (a) a copy of your current out-of-state cosmetology license, and
 (b) a letter of certification from the out-of-state licensing agency.

11. Have you obtained a high school diploma or the equivalent of a high school diploma or have passed a valid examination administered by a certified testing agency that measures your ability to benefit from training? Yes No

12. 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

13. 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.)

14. STATEMENT OF APPLICANT

I certify that I will comply with all applicable provisions of the Texas Occupational Code, Chapters 51, 1602, and 1603; 16 Texas Administrative Code, Chapter 60; and the Cosmetology Administrative Rules, 16 Texas Administrative Code, Chapter 83. 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