



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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

## COSMETOLOGY 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/cosmet/cosmetstates.htm](http://www.tdlr.texas.gov/cosmet/cosmetstates.htm)

**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.

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.texasattorneygeneral.gov/cs](http://www.texasattorneygeneral.gov/cs) or call (512) 460-6000 or (800) 252-8014

3. DATE OF BIRTH - Write your birthdate.
4. GENDER - Select whether you are male or female.
5. 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.
6. 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.
7. 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.
8. TYPE OF LICENSE APPLYING FOR - Check the box of the instructor license you are applying for.
9. OUT-OF-STATE LICENSE - Write the name of the state where your current out-of-state cosmetology 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 [tdlr.texas.gov/cosmet/cosmetstates.htm](http://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.

10. HOW MANY YEARS OF COSMETOLOGY TEACHING EXPERIENCE - Write the number of years you have taught cosmetology as a licensed instructor.

11. **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 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](http://www.tdlr.texas.gov/crimHistoryEval.htm).
12. **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).
13. **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>.

**SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:**

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

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at [tdlr.texas.gov](http://tdlr.texas.gov) or reach Customer Service via web form. The web form will allow you to submit your request for assistance and include attachments needed at <https://tdlr.texas.gov/help>. You may also reach us at (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989 or Fax: (512) 463-9468. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).



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## COSMETOLOGY INSTRUCTOR LICENSE BY RECIPROCITY APPLICATION

**DO NOT WRITE ABOVE THIS LINE**

**TDLR DOES NOT ACCEPT TRAINING BY APPRENTICESHIP.** 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: \$110 (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

**Social Security Number:** (See instruction sheet for disclosure information) \_\_\_\_\_

**3. Date of Birth:** \_\_\_\_\_

Month, Day, Year

**4. Gender:**

☐ Male ☐ Female

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

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

**6. Phone Number:**

\_\_\_\_\_  
(Area Code) Phone Number

**7. Email Address:**

\_\_\_\_\_  
(Ex: johndoe@gmail.com) See instruction sheet for disclosure information

**8. Type of License Applying for:** (Check [www.tdlr.texas.gov/cosmet/cosmetstates.htm](http://www.tdlr.texas.gov/cosmet/cosmetstates.htm) for your state's eligibility for reciprocity with Texas)

☐ Cosmetology Operator Instructor ☐ Esthetician Specialty Instructor ☐ Manicurist Specialty Instructor  
☐ Eyelash Extension Specialty Instructor

**9. Out-of-State Instructor License:** (Check [www.tdlr.texas.gov/cosmet/cosmetstates.htm](http://www.tdlr.texas.gov/cosmet/cosmetstates.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 current out-of-state cosmetology instructor license, and  
(b) a letter of certification from the out-of-state licensing agency.

**10. How many years of cosmetology teaching experience?** \_\_\_\_\_

**11. Have you 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.

☐ Yes ☐ No

**See the instruction sheet for more information**

**12. 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.)

### **13. 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