



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

BARBER INSTRUCTOR APPLYING FOR A COSMETOLOGY INSTRUCTOR LICENSE APPLICATION INSTRUCTIONS

To be eligible for a cosmetology operator instructor license, you must hold an active operator license. You will not have to complete the cosmetology instructor education or examination because the barber instructor education and examination satisfies these requirements.

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 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. 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.
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. EMAIL ADDRESS - Write your email address. By providing my email address I authorize the Texas Department of Licensing and Regulation (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.
8. HIGH SCHOOL DIPLOMA OR G.E.D. - Check YES or NO to indicate if you have graduated from high school or earned a G.E.D.
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/Disciplinary Action Questionnaire.pdf](http://www.tdlr.texas.gov/misc/Disciplinary%20Action%20Questionnaire.pdf).
11. DO YOU HOLD A CURRENT CLASS A BARBER INSTRUCTOR LICENSE - Check YES or NO to indicate if you hold a current Texas Barber Instructor license. This license is an eligibility requirement to become a cosmetology operator instructor.
12. DO YOU HOLD A CURRENT COSMETOLOGY OPERATOR LICENSE - Check YES or NO to indicate if you hold a current Texas cosmetology operator license. This license is an eligibility requirement to become a cosmetology operator instructor.
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 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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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: \$60 (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

If Yes, please provide your Social Security Number: _____
(See instruction sheet for disclosure information)

3. Date of Birth: _____
Month/Day/Year

4. Gender: ☐ Male ☐ Female

5. Phone Number: _____
Area Code and Phone Number

6. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR) (P.O. Box is allowed for this address.)

P.O. Box, Number, Street Name, Apartment Number, City, State, Zip Code

7. Email Address: _____
(Ex: johndoe@gmail.com) See instruction sheet for disclosure information

8. Have you obtained a high school diploma or the equivalent of a high school diploma? ☐ Yes ☐ No

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, complete and attach a Criminal History Questionnaire 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.)

To be eligible for a cosmetology operator instructor license, you must hold an active operator license. You will not have to complete the cosmetology instructor education or examination because the barber instructor education and examination satisfies these requirements.

11. Do you hold a current Barber Class A Instructor License? ☐ Yes ☐ No
If YES, provide your license number : _____

12. Do you hold a current cosmetology operator license? ☐ Yes ☐ No
If YES, provide your license number : _____

13. STATEMENT OF APPLICANT

I certify that I will comply with all applicable laws and rules related to my licensed occupation or profession. I further certify that all information I have provided is true and correct. I understand that providing false information may result in denial of this application and/or revocation of the license.

Date Signed

Applicant Signature