



## TEXAS DEPARTMENT OF LICENSING & REGULATION

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

[help@tdlr.texas.gov](mailto:help@tdlr.texas.gov) • [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

### OUT OF COUNTRY COSMETOLOGY LICENSE APPLICATION

Use this application if you are currently licensed in another country that has education and training requirements substantially equivalent to Texas. Everyone with out of country education is required to pass the Texas written and practical examinations to become licensed in Texas.

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.

**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.texasattorneygeneral.gov/child-support](http://www.texasattorneygeneral.gov/child-support) or call (512) 460-6000 or (800) 252-8014
4. DATE OF BIRTH - Write your birthdate.
5. GENDER - Select whether you are female or male.
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. IN WHAT COUNTRY ARE YOU CURRENTLY LICENSED - Write the name of the country or jurisdiction where your current cosmetology license was issued.
10. TYPE OF LICENSE - Check the box of the license you want to receive. It must be the same as the type of out of country license you already hold.
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.

**You must submit with your application:**

- **A copy of your CURRENT Cosmetology license or certification issued by another country or jurisdiction. The license or certification must be current and not expired.**
- **A Certified Transcript of Hours, and**
- **An official evaluation report from a Foreign Credential Evaluator recognized by the Texas Education Agency. Any of the Foreign Credential Evaluator services are acceptable, but Education Credential Evaluators, Inc. (www.ece.org) or Worldwide Education Consultant Services, Inc. (www.weceval.com) are most familiar with the Cosmetology profession.**
- **\$50 application fee paid by cashier's check or money order. No personal checks.**

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](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)

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](http://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.

**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, visit the Texas Department of Licensing & Regulation website at [tdlr.texas.gov](http://tdlr.texas.gov) or reach Customer Service at [help@tdlr.texas.gov](mailto:help@tdlr.texas.gov) or at (800) 803-9202 [in state only] (512) 463-6599 Relay Texas-TDD: (800) 735-2989 Fax: (512) 463-9468. Customer Service Representatives are available Monday – Friday 7:00 a.m. – 6:00 p.m. Central Time (excluding holidays).

**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>.

**DEFAULT ON STUDENT LOANS:**

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by Trellis Company unless the licensee has entered into a repayment agreement with Trellis Company. **YOU SHOULD CONTACT TRELIS COMPANY 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 Trellis Company that the applicant has defaulted on a student loan. The Trellis Company can be contacted at: Trellis Company ATTN: Trellis Collections, P.O. Box 659602, San Antonio, TX 78265-9602, Telephone: (800) 222-6297, [www.trelliscompany.org](http://www.trelliscompany.org) or email: [collections@trelliscompany.org](mailto:collections@trelliscompany.org).

If you are not sure which organization issued your student loan or is your loan servicer, you can contact Federal Student Aid for a centralized view of your financial aid. Their website is <https://fp.ed.gov/fp/> and their phone number is (800) 433-3243.



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## OUT OF COUNTRY COSMETOLOGY LICENSE APPLICATION

APPLICATION FEE: \$50 (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

- Current license or certification issued by another country or jurisdiction,
  - Certified Transcript of Hours, and
  - An official evaluation report from a Foreign Credential Evaluator recognized by the Texas Education Agency. Any of the Foreign Credential Evaluator services are acceptable, but Education Credential Evaluators, Inc. (www.ece.org) or Worldwide Education Consultant Services, Inc. (www.wecseval.com) are most familiar with the Cosmetology profession.
  - \$50 application fee paid by cashier's check or money order. No personal checks.
- YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OR THE APPLICATION WILL BE CLOSED.

**1. Name:**

\_\_\_\_\_ Last, First, Middle 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:** \_\_\_\_\_  
MM/DD/YYYY

**5. Gender:**  Female  Male

**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 and Phone Number

**8. Email Address:**

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

**9. In what country are you currently licensed?**

**Attach a copy of your license or certificate.**

\_\_\_\_\_ Name of Country or Jurisdiction Where License Was Issued

**10. Type of License You Seek (It must be the same as the type your currently hold):**

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

**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?**

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 Occupations 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 the denial or revocation of the license I am requesting and the imposition of administrative penalties.

\_\_\_\_\_ Date Signed

\_\_\_\_\_ Applicant Signature