

Important Information for Shop Applicants:

- Complete the shop application, change of location application, or change of ownership application completely. Do not leave any information fields blank.
- Board office does not schedule appointments. They are done in the order they are received directly by the field inspector.
- Field inspectors will reach the applicant. Do not call the field inspector or board staff to try and expedite the process. This only delays inspections for everyone.
- Include the Verification Eligibility form for each owner. It is a mandatory requirement (unless the shop is incorporated or an LLC).
- Once the accurate application and verification form (s) are received in the office, they are scanned to the field inspector.
- Incomplete applications are NOT ready for inspection.
- All shop owners and managers are expected to know and adhere to the Rules and Laws and have them available to everyone working in the shop.



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE & INSURANCE

STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS

Profession: 1302

500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
(615) 741-2515 Fax: (615) 741-1310

Website: <http://www.tn.gov/commerce/boards/cosmo/>

Fees:

Initial Shop:.....\$150.00
Change of Ownership:.....\$150.00
Change of Location:.....\$150.00
Name Change Only:.....\$10.00
***Shop license will expire two (2) years
from original license approval date**

Step 1

Select ONE Type of Shop Application Request:

New: Barber Shop - 1010

Change of Location - 8030

Change of Ownership -1045

Name Changes Only - 8040

(Must include proof of ownership change)

Step 2 COMPLETE ALL INFORMATION REQUESTED BELOW:

Salon/Shop Name _____ Business Phone (____) _____

Current or New Salon/Shop Address

Street City County Zip

Date Shop will be *Ready* for Inspection _____ ***Email Address:** _____

*Future inspection grade sheets and Board correspondence will be sent to your email address unless you specify otherwise.

Business Owner(s): _____

Address _____ City _____ Zip _____

Home Phone (____) _____ ***Email:** _____

Manager: _____

Address _____ City _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

License ID Number _____ Expiration of License _____

Step 3 For Change of Ownership Only:

Former Owner: _____

Former **Shop** License ID Number: _____

For Change of Location Only:

Former Shop Address: _____

For Change of Name Only:

Former Shop Name: _____

New shops, change of ownership and change of location must pass initial inspection before opening for business.

This form must be signed

State of Tennessee:

I hereby swear or affirm that the statements on this form are true and accurate to the best of my knowledge and belief.

ALL: Step 4

Signature of Applicant

Eligibility Verification for Entitlements Act Attestation**STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS****Part A. Eligibility Verification for Entitlements Act Attestation**

I hereby attest under penalty of perjury that I am (select one):

_____ A United States citizen;

_____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;¹

_____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

¹ Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.