

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 an 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: 1602

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:.....	\$100.00
Change of Ownership:.....	\$100.00
Change of Location:.....	\$100.00
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:

INITIAL APPLICATIONS:

- New: Full Service Cosmetology - 1010
- New: Manicure - 1030
- New: Skin Care - 1020
- New: Manicure/Skin Care - 1035
- New: Natural Hair Stylist - 1040

CHANGE OF OWNERSHIP:

- Full Service Cosmetology - 1045
- Manicure - 1055
- Skin Care - 1050
- Manicure/Skin Care - 1060
- Natural Hair Stylist - 1065

*All Must include proof of ownership change

- Change of Location - 8030
- Name Change Only - 8040

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 <i>Ready</i> 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 <i>Shop</i> 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.