APPLICATION FOR A COSMETOLOGY SALON/SHOP LICENSE
GEORGIA STATE BOARD OF COSMETOLOGY
237 Coliseum Drive
Macon, Georgia 31217
Phone (478) 207-2440
Fax: (866) 888-1176
www.sos.ga.gov/plb/cosmetology

Please read the instructions carefully and be familiar with the laws and rules governing the practice of Cosmetology/Hair Designer/Nail Technology/Esthetics in the State of Georgia. Visit our website for information: http://www.sos.ga.gov/plb/cosmetology

**Important**
The Board cannot process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board and will delay the processing of your application. Review your application before submitting it to ensure all information and documentation is complete and correct. Applications are void after one year. Documents cannot be transferred from old applications to new applications.

Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a COMPLETE application.

☐ NON-REFUNDABLE FEE: $75.00. The payment must be made by check or money order payable to the Georgia State Board of Cosmetology. DO NOT SEND CASH OR COUNTER CHECKS. Checks returned for insufficient funds are subject to a $40.00 service charge pursuant to O.C.G.A.§16-9-20. Please note: Change of Ownership requires a new application to be submitted along with the required fees.

☐ NOTARIZED APPLICATION: Send the notarized application to the Board office at the address listed above, along with the required fee. SUBMIT APPLICATION IN A 9X12 OR LARGER ENVELOPE – Do not staple pages or check/money order. Do not fold pages of the application.

☐ ANSWER ALL QUESTIONS: All questions must be answered. Applicants who must answer “Yes” to the arrest/conviction question must submit a certified copy of the final court disposition with a letter of explanation. Applicants who must answer “Yes” to the sanction/disciplinary questions must provide a certified copy of the agency order showing the action taken by the other state licensing board. Approval of licensure is at the Board’s discretion.

☐ COMPLETE PAGE 6 OF THE APPLICATION: PRELIMINARY SALON/SHOP CHECKLIST/INSPECTION REPORT (page 6 of the application) must be completed.

☐ NAME OF ESTABLISHMENT: The name of the salon/shop must include the word “salon” or “shop.”

☐ CITIZENSHIP/QUALIFIED ALIEN STATUS: All owners must complete and submit the Affidavit of Citizenship Form and submit a current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on pages 8 & 9 of this application. If not a U.S. citizen, please attach verification of legal status and complete form to determine qualified alien status.
APPLICATION FOR COSMETOLOGY SALON/SHOP LICENSE


● Please be aware that a salon license is NOT the same as a business license. Please contact the city or county in which you are establishing your salon/shop to obtain a business license.

● In order to open salon/shop you must have the actual license issued by the Georgia Board of Cosmetology and the registration must be displayed in a conspicuous place in the salon. Refer to Board Rule 130-2-.11 regarding licensure. A copy of the application and proof of payment sent will not be viewed as an acceptable substitute for a salon license. Licenses may be printed form the Board website.

● Salon/Shop Change of Name or Address requires a change of name and/or address application be submitted to the Board office with the required fees. Change of Ownership requires a new application be submitted to the Board office with the required fees and issuance of a new license number. Business names of shop/salon shall include the word salon or shop and shall not contain terms which would mislead the public as to the operation of the cosmetology establishment. Please refer to Board Rule 130-2-.11 for additional information regarding licensure as a Salon/Shop.

● The Board does not license booths within a salon/shop or a kiosk as a salon/shop. A state nursing home is not required to have a salon/Shop license issued by the Board. Assisted living centers should contact the Board office for guidance regarding Board licensure requirements.

● Processing Time: Please allow at least 25 business days for processing of applications. Applications for home salons and salons located in flea markets may require a preliminary inspection which may delay issuance of license.

● Citizenship/Qualified Alien Status: All owners must complete and submit the Affidavit of Citizenship Form and submit a current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on pages 8 & 9 of this application. If not a U.S. citizen, please attach verification of legal status and complete form to determine qualified alien status.

● Information Regarding Apprentices in Salon/Shop: Any individual planning to apprentice in a salon/shop must be licensed as an apprentice. Each master cosmetologist, hair designer, nail technician or esthetician may train only one apprentice at a time and must have held a license for at least 36 months. If the master trainer or salon for an apprentice changes, a new apprentice application and processing fees must be submitted to the Board office.

An apprentice can train in a salon if the master cosmetologist (trainer) is not present, if assigned to another master trainer by the salon/shop manager. The apprentice training transcript of total hours acquired must be submitted when the apprentice training ends (for any reason) to the Board and a copy given to the apprentice (examples include: apprentice quits, no longer participating, no longer apprenticing or has completed the training program). Apprentice training records must be available in the salon/shop and available upon inspection. Daily/quarterly transcript hour records must be maintained on site at a salon/shop. It is the responsibility of the salon/shop manager to ensure that accurate training records are maintained for the apprentice. Failure to submit these records in a timely manner may result in the delayed processing of a letter of verification of eligibility for examination.
APPLICATION FOR COSMETOLOGY SALON/SHOP LICENSE
(Application Fee $75.00. Non-Refundable & Non-Transferrable)

Reason For Application (Check Only One Box):
☐ New Cosmetology Salon/Shop (Name must include “Salon” or “Shop”)

☐ Change of Ownership

Salon/Shop Business Name (as desired on license) __________________________________________________
The name of the business facility must include the word SALON or SHOP.

Federal Employee Identification Number or Social Security Number:
____________________________________________________________________________________

*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED AND DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO

Salon/Shop Physical (Business Location) Address:
_____________________________________________________________________________________

PO Box is not acceptable: Number and Street Apt. No. City/State Zip Code

Mailing Address ________________________________________________________________
Number and Street Apt. No. City/State Zip Code

(If you are granted a license, your name, mailing address and license number becomes public information and will be posted on the Secretary
of State’s website. The mailing address is used for renewal notices and application processing.)

Shop Telephone Number Cell Telephone Number Evening Phone Number E-Mail Address

Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board
staff to contact you so that your application can be processed in the most efficient manner. Please notify the Board of any email address
change. Your email address will not be shared with any third party.
**Name ________________________________________________

(PLEASE PRINT) First Middle Last

Owner Signature _____________________________________________

Personal Address __________________________________________
P.O. Box not acceptable- Number and Street Apt. No. City/State Zip

Mailing Address ___________________________________________
(if different) Number and Street Apt. No. City/State Zip

Social Security Number ______-____-_____

If you hold a license issued by the Professional Licensing Boards, what is the license number(s)?
__________________________________________

Do you own another salon(s) or shop(s)? _____ Yes _____ No

If so, what is the name of the salon(s) and the license number(s)?
________________________________________________________________________________________

Do you plan to continue operating this salon(s) or shop(s) that was previously licensed? ____Yes ____No

________________________________________________________________________________________

**Name ________________________________________________

(PLEASE PRINT) First Middle Last

Owner Signature _____________________________________________

Personal Address __________________________________________
P.O. Box not acceptable- Number and Street Apt. No. City/State Zip

Mailing Address ___________________________________________
(if different) Number and Street Apt. No. City/State Zip

Social Security Number ______-____-_____

If you hold a license issued by the Professional Licensing Boards, what is the license number(s)?
__________________________________________

Do you own another salon(s) or shop(s)? _____ Yes _____ No

If so, what is the name of the salon(s) and the license number(s)?
________________________________________________________________________________________

Do you plan to continue operating this salon(s) or shop(s) that was previously licensed? ____Yes ____No

________________________________________________________________________________________

NOTE: If additional owner signature pages are needed, copy this page and attach to the application.

Revised September 2013
All Applicants Must Answer the Below Questions:

1. Is this salon/shop located in a residence/home?  □ Yes  □ No

2. Is this salon/shop located in a flea market?  □ Yes  □ No

3. Have the owner(s) ever been arrested, convicted, sentenced, entered a plea of guilty, or nolo contendere, or been given First Offender status for any felony, misdemeanor, or any offense other than a minor traffic violation?  DUI and DWI are not minor traffic violations.  □ Yes  □ No

   If you answered “Yes” to the question regarding arrest/court convictions, you must submit the following to the Board:
   (a) Submit a letter of explanation and certified copy of final court disposition from the county(s) in which you were arrested/convicted. The court document should include the charges and sentencing information.
   (b) Probation/Parole - Submit a statement (on official letterhead) from your probation / parole officer regarding your current status. If probation/parole has been completed submit certified documents from the courts verifying case closed and completion of probation / parole.

   Your application will not be processed until this information is received and reviewed by the Board.

4. Have the owner(s) ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state?  □ Yes  □ No

   If you answered “Yes” regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board’s office.

   Your application will not be processed until this information is received and reviewed by the Board.

5. Have all owners completed page 4 of this application titled “Ownership Information Page”?  □ Yes  □ No

6. Do you have a bill of sale and/or lease agreement with the owners names listed?  □ Yes  □ No

7. Can you produce the bill of sale and/or lease agreement if requested?  □ Yes  □ No

8. **Additional License Types Held:** [List all licenses currently or previously issued to the owner(s) by the Georgia Professional Licensing Boards, please include name on license(s) and license number(s)]:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

9. Was there an existing salon at this location?  □ Yes  □ No  If yes, answer the following:

   Name of existing salon/shop____________________________________ License Number:________________

   Did you purchase this salon or shop from the previous owner: ______Yes   ______No
PRELIMINARY SALON/SHOP CHECKLIST/INSPECTION REPORT
(This page must be completed and submitted with your application)

Name of Salon: __________________________________ Name of Owner(s): _____________________________

THE FOLLOWING ARE REQUIREMENTS FROM THE LAW AND RULES OF THE GEORGIA STATE BOARD OF
COSMETOLOGY FOR OPENING A SALON/SHOP

**Place a check mark beside each requirement that is completed in this facility. If a service is not performed at this location, mark as not applicable (N/A).**

1. ____ Are individual practitioners licensed or is current copy of online verification posted in an open area? (Rule 130-4-.08)
2. ____ Are sanitary regulations posted in an open area? (Rule 130-4-.08)
3. ____ Does salon/shop have space used for salon/shop separated by tight, ceiling high partition from residence rooms or other commercial facilities? (Rule 130-4-.03)
4. ____ Does salon/shop have walls, ceilings, floors, furniture and equipment free from excessive dust, dirt and debris and all equipment in good and safe working condition? (Rule 130-4-.04)
5. ____ Does salon/shop have proper toilet and plumbing facilities? (Rule 130-4-.05)
6. ____ Does salon/shop have operating hot and cold running water? (Rule 130-4-.05)
7. ____ Does salon/shop have shampoo bowls and sinks sanitized? (Rule 130-5-.01)
8. ____ Have all cosmetology implements cleansed and disinfected? (Rule 130-5-.05)
9. ____ Have all nail care implements cleansed and disinfected? (Rule 130-5-.05)
10. ____ Have all esthetician implements cleansed and disinfected? (Rule 130-5-.05)
11. ____ Are wet and dry disinfection standards in place? (Rule 130-5-.05)
12. ____ Does salon/shop have closed container for soiled towels/linens? (Rule 130-5-.02)
13. ____ Does salon/shop have closed container or closed cabinet for clean towels/linens? (Rule 130-5-.02)
14. ____ Does salon/shop have sanitary closed container for creams, lotions, other cosmetics for use on patrons? (Rule 130-5-.06)
15. ____ Is establishment free from stale food and soiled dishes? (Rule 130-5-.04)
16. ____ Is salon/shop have covered, washable container for storage of garbage? (Rule 130-5-.04)
17. ____ Does salon/shop have separate outside entrance to salon, if in residence? (Rule 130-4-.02)

The following are required for all salons regardless of services provided. Place a check mark beside each requirement to acknowledge compliance with this requirement.

18. ____ Does salon/shop have a copy of the current laws and rules of the Georgia State Board of Cosmetology available for review by patrons and inspectors?
19. ____ Does salon/shop have the following signs posted in an open area and available for public view as required by Board Rules?
   • “No pets in cosmetology establishment except guide and assistance dogs as permitted under Title 30 of the Georgia Code.” (Rule 130-2-.11) (Rule 130-5-.07)
   • “All cosmetology services shall be performed on intact, healthy scalp, skin, and nails” (Rule 130-5-.05(7)(a))
   • “Customers should not shave their legs the same day receiving pedicure services to reduce the risk of infection; and, any razor-like implement, such as credo blades, shall not be used to prevent the risk of injury or infection; and, pumice stones shall not be reused from one customer to another to prevent the spread of bacteria.” (Rule 130-5-.05(7)(b)(c)(d))

POST THE SANITARY REGULATIONS FOR SALONS AND SCHOOLS IN THE SALON/SHOP IN A CONSPICUOUS LOCATION SO THAT ANYONE ENTERING THE ESTABLISHMENT MAY BE ABLE TO READ THEM (SEE BOARD RULES 130-4 AND 130-5).
Affidavit Regarding Citizenship

Please submit this document along with a copy of your secure and verifiable document to the Board office as indicated on the application. Mail this document to:
Professional Licensing Boards, 237 Coliseum Drive, Macon, Georgia 31217

Print Name: ___________________________________________________________

Professional License Number that you are Renewing: ___________________________

APPLICANT AFFIDAVIT:
I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

1) _______ I am a United States citizen. Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on the Board’s website.

2) _______ I am not a United States citizen, but I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Executed in ___________________ (city), __________________(state).

____________________________________
Signature of Applicant

____________________________________
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF ____________ , 20____

____________________________________________
NOTARY PUBLIC My Commission Expires:
Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
_____ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
____ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

____ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

____ A driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

____ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

____ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

____ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]
GEORGIA STATE BOARD OF COSMETOLOGY
FEE SCHEDULE

Fees are Non-Refundable and Non-Transferrable

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications for <strong>initial licensure</strong> after passing examination</td>
<td>$30</td>
</tr>
<tr>
<td>Applications for Out of State/Country Reciprocity</td>
<td>$50</td>
</tr>
<tr>
<td>Master Cosmetologist License Renewal March 31, even years</td>
<td>$50</td>
</tr>
<tr>
<td>Late Renewal (within 6 months)</td>
<td>$100</td>
</tr>
<tr>
<td>Reinstatement (after 6 months–2 yrs.)</td>
<td>$200</td>
</tr>
<tr>
<td>Reinstatements (after 2 years)</td>
<td>$300</td>
</tr>
<tr>
<td>Esthetician or Nail Technician Renewal August 31, odd years</td>
<td>$45</td>
</tr>
<tr>
<td>Late Renewal (within 6 months)</td>
<td>$90</td>
</tr>
<tr>
<td>Reinstatement (after 6 months – 2 years)</td>
<td>$185</td>
</tr>
<tr>
<td>Reinstatements (after 2 years)</td>
<td>$250</td>
</tr>
<tr>
<td>Apprentice (all) License expires 2 years from the date of issuance; may renew 30 days prior to expiration date.</td>
<td>$45</td>
</tr>
<tr>
<td>Late Renewal (within 6 months)</td>
<td>$90</td>
</tr>
<tr>
<td>Reinstatement (after 6 months)</td>
<td>$100</td>
</tr>
<tr>
<td>Cosmetology Salon/Shop for (Initial Licensure &amp; Change of Ownership) Renewal June 30, odd years</td>
<td>$75</td>
</tr>
<tr>
<td>Cosmetology Salon/Shop for (Change of Name and/or Address)</td>
<td>$25</td>
</tr>
<tr>
<td>Late Renewal (within 6 months)</td>
<td>$200</td>
</tr>
<tr>
<td>Reinstatement (after 6 months – 2 years)</td>
<td>$300</td>
</tr>
<tr>
<td>Reinstatement (after 2 years)</td>
<td>$300</td>
</tr>
<tr>
<td>School License Renewal June 30, odd years</td>
<td>$300</td>
</tr>
<tr>
<td>Late Renewal (within 6 months)</td>
<td>$600</td>
</tr>
<tr>
<td>Reinstatement (after 6 months)</td>
<td>$1000</td>
</tr>
<tr>
<td>Instructor License (all professions) June 30, odd years</td>
<td>$75</td>
</tr>
<tr>
<td>Late Renewal (within 6 months)</td>
<td>$150</td>
</tr>
<tr>
<td>Reinstatement (after 6 months – 2 years)</td>
<td>$250</td>
</tr>
<tr>
<td>Reinstatement (after 2 years)</td>
<td>$300</td>
</tr>
</tbody>
</table>

**NOTE:** If Reinstating do not include renewal fee in payment. Only pay the designated reinstatement fee.