# Licensure Fee Notice

Congratulations on passing your licensure examination! To obtain your license from the Virginia Department of Professional and Occupational Regulation, complete the following questions below, remit the appropriate fee, and mail to:

**Department of Professional and Occupational Regulation**
**Board for Barbers and Cosmetology**
**9960 Mayland Drive, Suite 400**
**Richmond, VA 23233-1485**

**All forms must be legible.**
**ALL FEES ARE NOT REFUNDABLE**

☐ Check this box if any information below is different from your original exam application.

☐ Check this box if you have been convicted in any jurisdiction of a **felony** after submitting your original exam application.

☐ Check this box if you have been subject to any **disciplinary action** after submitting your original exam application.

1. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

First (required) _____ Middle _____ Last (required) _____ Suffix _____

2. Provide **one** of the following identification numbers✳:

☐ Social Security Number or ☐ Virginia DMV Control Number ☐☐☐ - ☐☐ - ☐☐☐☐

**Please provide the same identification number used on the exam application.**

✳ State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Street Address (PO Box not accepted) _____

**PHYSICAL ADDRESS REQUIRED**

City _____ State _____ Zip Code _____

4. Type of License:

- ☐ 1201 - Cosmetology - $120.00
- ☐ 1301 - Barber - $120.00
- ☐ 1301 - Master Barber - $120.00
- ☐ 1206 - Nail Technician - $120.00
- ☐ 1214 - Wax Technician - $120.00
- ☐ 1261 - Esthetician - $120.00
- ☐ 1264 - Master Esthetician - $120.00
- ☐ 1231 - Tattooing - $120.00*
- ☐ 1236 - Permanent Cosmo. Tattooer - $120.00*
- ☐ 1237 - Master Perm Cosmo. Tattooer - $120.00*
- ☐ 1241 - Body Piercing - $120.00*
- ☐ 1226- Barbers and Cosmetology Instructor Certificate- $140
- ☐ 1228- Esthetics Instructor Certificate- $140

* Health education in blood-borne pathogens, CPR, and first aid ***required*** for licensure. Refer to Board's Guidance Document for requirements.

5. By Signing and submitting this Licensure Fee Notice, you certify continued compliance with the Board's Standards of Practice, laws and regulations.

Signature _____ Date _____

6. Form of Payment: (Made payable to Treasurer of Virginia)

☐ Check or Money Order ☐ Credit Card (Visa, MasterCard, and Discover are accepted. )

| OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
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Applicant's Name: _____ (if different from Card Holder name)

Credit Card Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Card Expiration Date: ____ / ____ Month Year

Payment Amount: _____ Card Holder Name: _____ (as it appears on the card)

Card Holder's Billing Address: _____ Daytime Phone Number: _____ (optional)

City _____ State _____ Zip Code _____

Card Holder's Signature of authorization: _____ Date: _____

Fax the form to 877-340-9616.