

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation

PROFESSIONAL CREDENTIAL SERVICES, INC.  
 Virginia Cosmetology Coordinator

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Instructions: Complete this form and mail it with a cashier's check, money order, or credit card payment for the full amount of the fee, payable to Professional Credential Services, Inc. at the Professional Credential Services address above. Upon passing the exam, Professional Credential Services, Inc. will send you a FEE NOTICE. Submit the signed FEE NOTICE and license fee to:

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



Virginia Board for Barbers and Cosmetology  
 PERMANENT COSMETIC TATTOOER  
 EXAMINATION & LICENSE APPLICATION  
 Fee \$75.00

1. Name \_\_\_\_\_  
 Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number \*    -   -      
 \* 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. Date of Birth \_\_\_\_\_

4. Maiden Name or Former Surname(s) \_\_\_\_\_

5. Street Address (PO Box not accepted) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code

6. Mailing Address (PO Box accepted) \_\_\_\_\_  
 If a mailing address is submitted, the mailing address will be printed on the license.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code

7. E-mail Address \_\_\_\_\_

8. Contact Numbers Primary Telephone \_\_\_\_\_ Ext \_\_\_\_\_  
 Alternate Telephone \_\_\_\_\_ Ext \_\_\_\_\_  
 Facsimile \_\_\_\_\_

9. Have you ever taken the Permanent Cosmetic Tattooer Examination in Virginia?  
 No  Month(s)/Year(s) Taken \_\_\_\_\_  
 Yes  \_\_\_\_\_

10. Do you have a current or expired Virginia Tattooer, Limited Term Tattooer, Permanent Cosmetic Tattooer or Master Permanent Cosmetic Tattooer License?  
 No   
 Yes  Virginia License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
			1020			1236	

11. Which method are you using to qualify for the examination? Select only ONE.

Training completed in the Commonwealth of Virginia:

- Completion of a permanent cosmetic tattooing training program in a Virginia licensed permanent cosmetic tattooing school  
Required Documentation: A diploma or official school transcript indicating successful completion of the training program

Training completed outside the Commonwealth of Virginia, but within the United States and its territories:

- Completion of a 90-hour permanent cosmetic tattooing training program that is substantially equivalent to the Virginia program.  
Required Documentation: A diploma or official school transcript indicating successful completion of 90 hours of training
- Completion of substantially equivalent permanent cosmetic tattooing training (consisting of less than 90 hours of training) and five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to tattooing and first aid and CPR)  
Required Documentation: A certificate, diploma or other documentation verifying successful completion of the training and documentation verifying successful completion of the required health education
- Three years of permanent cosmetic tattooing work experience within the previous five years and five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to tattooing and first aid and CPR)  
Required Documentation: A completed *Training & Experience Verification Form* and documentation verifying successful completion of the required health education

12. Do you have a current or expired tattooer license, certification or registration in any state or jurisdiction within the United States or its territories (excluding Virginia)?

No

Yes  List the licenses, certifications and registrations in the following table.

State/Jurisdiction	License, Certification or Registration No.	Expire Date	State/Jurisdiction	License, Certification or Registration No.	Expire Date

13. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

14. Have you ever been convicted in any jurisdiction of any misdemeanor or felony? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No

Yes  If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Tattooing Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_