

**PROFESSIONAL CREDENTIAL SERVICES, INC.**

Virginia Cosmetology Coordinator

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Virginia Board for Barbers and Cosmetology

PERMANENT COSMETIC TATTOOER

EXAMINATION & LICENSE APPLICATION

Fee \$75.00

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

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

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

☐ 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 \_\_\_\_\_  
MM/DD/YYYY

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

5. Mailing Address (PO Box accepted) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City State Zip Code

6. Street Address (PO Box not accepted) ☐ Check here if Street Address is the same as the Mailing Address listed above.

City State Zip Code

7. Email Address \_\_\_\_\_

8. Contact Numbers \_\_\_\_\_

Primary Telephone

Alternate Telephone

Fax

Office Use Only	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		1236	

9. Have you ever taken the Permanent Cosmetic Tattooer Examination in Virginia?

No ☐

Yes ☐ If yes, provide the following examination information

Month taken: \_\_\_\_\_

Year taken: \_\_\_\_\_

10. Do you hold a current or expired Virginia Tattooer, Limited Term Tattooer, Permanent Cosmetic Tattooer or Master Permanent Cosmetic Tattooer License?

No ☐

Yes ☐ If yes, provide your license number and expiration date below

VA License Number 

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Expiration Date \_\_\_\_\_

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

Training Completed within the Commonwealth of Virginia:

- ☐ Completion of a permanent cosmetic tattooing training program in a Virginia licensed permanent cosmetic tattooing training program in a Virginia licensed permanent cosmetic tattooing school

*Required Documentation: Attach 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: Attach 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: Attach 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: Attach a completed Training & Experience Verification Form and documentation verifying successful completion of the required health education*

12. Do you hold 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 ☐ If yes, complete the following table and provide an original Certification of Licensure/Letter of Good Standing dated within the last 60 of days.\*

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

- \* Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.) and the minimum requirements that were met to qualify for licensure*; and 5) *all closed disciplinary actions resulting in a violation or undetermined finding*; and 6) *an original authorized signature and Board/Department seal*.

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, 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 had an application for licensure, certification or registration as a practitioner or instructor in the fields of barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or tattooing denied by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, 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.

15. Have you ever been convicted in any jurisdiction of a ***misdemeanor and/or felony***? Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.

No ☐

Yes ☐ If yes, applicants are required to attach an ***original criminal history record***<sup>★</sup> issued by the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original official criminal history record from each state in which they have convictions. Virginia residents may request complete criminal records from the Virginia State Police at [www.vsp.state.va.us](http://www.vsp.state.va.us) or by phone at 804-374-6718.

★ For each conviction, 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; 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 etc.).

16. 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 any 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 \_\_\_\_\_

17. Attach a professional passport compliant 2" x 2" color photo taken within the last 6 months to reflect your current appearance. It must meet the following requirements:

- ⇒ sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head
- ⇒ taken in front of a plain white background
- ⇒ be a full-face view, directly facing the camera with a neutral facial expression

Click to attach a recent 2x2  
head & shoulders photo  
*Photocopy pictures are not permitted*