



Via USPS Post Office Box 198768 (USPS)
 Nashville, TN 37219-8768
 Via Courier 150 Fourth Avenue North, Suite 800
 Nashville, TN 37219
 Toll Free: (888) 822-3272
 Fax: (615) 846-0153
 E-Mail: vacos@pcshq.com
 Website: www.pcshq.com

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

Instructions: Complete this form and mail this application with a cashier's check, money order, or credit card payment for the full amount of the examination fee, payable to Professional Credential Services, Inc. at the address listed above.

APPLICATION FEES ARE NOT REFUNDABLE

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) _____
 If a mailing address is submitted, the mailing address will be printed on the license.

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.
PHYSICAL ADDRESS REQUIRED

City State Zip Code

7. Email Address _____

8. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

9. Have you ever taken the Tattooer Examination in Virginia?
 No
 Yes If yes, provide the following examination information
 Month(s)/Year(s) Taken _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		1231	

10. Do you currently hold or have you been previously licensed in Virginia as a Tattooer, Limited Term Tattooer, Permanent Cosmetic Tattooer or Master Permanent Cosmetic Tattooer?

No

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

VA License Number

--	--	--	--	--	--	--	--	--	--

 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 tattooing apprenticeship program in a Virginia licensed tattoo parlor

Required Documentation: Attach a completed Apprenticeship Completion Form

Completion of a tattooing training program in a Virginia licensed school of tattooing

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 substantially equivalent tattoo training or apprenticeship program (consisting of a minimum of 1500 hours) and five hours of board approved 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 diploma or official school transcript indicating successful completion of the 1500 hours of training or apprenticeship program or written verification from the Licensing Board in the state where the 1500 hours of training were received and documentation verifying successful completion of the required health education.

Completion of substantially equivalent tattoo training or apprenticeship program (consisting of less than 1500 hours of training) and five hours of board approved 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 or apprenticeship and documentation verifying successful completion of the required health education

Three years of tattooing work experience within the previous five years and five hours of board approved 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.

State/Jurisdiction	License, Certification or Registration Number	Expiration 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, 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* 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.virginia.gov or by phone at 804-674-6718.

* 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

