



TEXAS DEPARTMENT OF LICENSING AND REGULATION  
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[www.tdlr.texas.gov](http://www.tdlr.texas.gov) • [cs.barbers@tdlr.texas.gov](mailto:cs.barbers@tdlr.texas.gov)

## COSMETOLOGY OPERATOR INSTRUCTOR APPLYING FOR A CLASS A BARBER INSTRUCTOR LICENSE APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in **black ink**. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

**DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.**

1. **NAME** - Write your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and III. (Mr. is not a suffix.)
2. **DO YOU HAVE A SOCIAL SECURITY NUMBER** - Check YES or NO to indicate if you have been issued or assigned a Social Security Number by the Social Security Administration.
3. **SOCIAL SECURITY NUMBER** - Social security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:  
  
[www.oag.state.tx.us/child/index](http://www.oag.state.tx.us/child/index) or call (512) 460-6000 or (800) 252-8014
4. **DATE OF BIRTH** - Write your birthdate.
5. **GENDER** - Select whether you are male or female.
6. **MAILING ADDRESS** - Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately. Always keep your mailing address current with TDLR. A license renewal notice will be mailed to your address of record before the date your license will expire.
7. **PHONE NUMBER** - Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
8. **EMAIL ADDRESS** - Write your email address. Please provide your email address so the department may email license information and notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
9. **CRIMINAL HISTORY** – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/misc/LIC002.pdf](http://www.tdlr.texas.gov/misc/LIC002.pdf)

If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at [www.tdlr.texas.gov/crimHistoryEval.htm](http://www.tdlr.texas.gov/crimHistoryEval.htm)

10. **DISCIPLINARY ACTION HISTORY** - Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at <http://www.tdlr.texas.gov/misc/DisciplinaryActionQuestionnaire.pdf>

11. DO YOU HOLD A CURRENT COSMETOLOGY OPERATOR INSTRUCTOR LICENSE - Check YES or NO to indicate if you hold a current cosmetology operator instructor license. If YES, write the license number in the space provided.
12. DO YOU HOLD A CURRENT CLASS A BARBER CERTIFICATE - Check YES or NO to indicate if you hold a current class A barber certificate. If YES, write the license number in the space provided.

Note: To be eligible for a barber instructor licenses, you must hold an active class A barber certificate.

13. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you date and sign your application.

**APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES**

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: <http://www.tdlr.texas.gov/military.htm>.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections, PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: [cust.assist@tgslc.org](mailto:cust.assist@tgslc.org).**

