



Arizona State
Board of Cosmetology

Kim Scoplitte, Executive Director

1740 W. Adams • Suite #4400 • Phoenix, AZ 85007
Phone 480.784.4539 • www.azboc.gov

ARIZONA UNIVERSAL LICENSING RECOGNITION APPLICATION

A.R.S. § 32-4302

The following must be submitted for your application to be processed:

****This is not a “Universal” license for other states use. It is an Arizona license only**

- Complete and sign the attached application
 - Personal Data: Name must be your legal name; names on all documents must match. (If names do not match, provide a copy of a legal court document reflecting the name change)
 - Address: remember any address changes it is your responsibility to notify the Board
- FEE: \$140.00** by cashier's check or money order.
 - **Payable to AZ Board of Cosmetology (Fee is non-fundable)**
- Two (2) current 2x2 passport quality photos (photo will show on your license and may be taken at Walgreens, Target, Walmart, etc.)
- Have been licensed or certification in another state for at least 12 months, license must be in “Good Standings”. **(This application is not for applicant's out of country licensing or certification)**
 - **U.S. States Only:** License or certification must be the same practice level as determined by the licensing agency
 - Required to have “PASSED” an examination for licensure in the other state if an exam was required by the state you're coming from.
 - You will be required to request a “Certification of Licensure” for the state you are relocating from to be sent directly to the Arizona State Board of Cosmetology email address: azboard@azboc.gov
- Proof of Residence, **submit one** of the following documents:
 - A valid Arizona driver's license
 - A current Arizona motor vehicle registration
 - Arizona voter registration
 - A dated residential rental contract with proof of payment
 - Proof of establishment of Arizona utilities
 - Proof of enrollment of children in Arizona schools – Grades K - 12
 - Documentation demonstrating a change in permanent address on all pertinent records
 - Military form 2058
- Proof of Citizenship or Alien Status for State public Benefits
 - Complete the attached form
 - Submit one of the required forms of proof. Refer to page 3 for list of Evidence of U.S. Citizenship, U.S. National Status, or Alien Status

ARIZONA UNIVERSAL LICENSING RECOGNITION APPLICATION

A.R.S. § 32-4302

PART I: PERSONAL DATA (Please print)

Full Name: First, Middle, Last Name (All names must match)			PLACE CURRENT 2X2 PHOTO HERE USE A PAPERCLIP
First Name	Middle Name	Last Name	
Address:			
City:	State:	Zip:	
Date of Birth: mm/dd/yyyy	Social Security #: XXX-XX-XXXX		
Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone #:	Email Address:	

PART II: APPLICATION FEE

\$140.00 - Pay by either cashier's check or money order only. Personal checks or cash are not accepted. Fees are NON refundable. Pursuant to **A.R.S. § 41-1080.01**, if this is your first time applying and your family income does not exceed 200% of the Federal Poverty Guidelines, you may qualify for a one-time waiver of the Board's first time license of \$140.00. If you think you may qualify for this fee waiver, please check here and enclose a copy of your family's previous year's submitted and signed Federal tax returns. <https://familiesusa.org/product/federal-poverty-guidelines>

If fee is enclosed

***Incomplete applications will be returned and will delay process of license**

PART III: LICENSING

Which license type are you seeking?
<input type="checkbox"/> Cosmetology <input type="checkbox"/> Hairstyling <input type="checkbox"/> Aesthetic <input type="checkbox"/> Nail Technology Instructor type: <input type="checkbox"/> Cosmetology <input type="checkbox"/> Hairstyling <input type="checkbox"/> Aesthetic <input type="checkbox"/> Nail Technology
<ul style="list-style-type: none"> • Have you ever held a cosmetologist, hairstyling, aesthetician, nail technician or instructor's license in Arizona? <input type="checkbox"/> Yes – License #: _____ Name on license: _____ <input type="checkbox"/> No • If you are Military or Military spouse: check here <input type="checkbox"/> Submit a copy of your military orders
List all state in which you are currently licensed or certified in: (below) Is it in "Good Standings": <input type="checkbox"/> Yes <input type="checkbox"/> No *Certification of license or certification is required to be emailed to: azboard@azboc.gov List State(s):

PART IV: PROOF OF RESIDENCE

Proof type of residency: Submit one the following (Check box)
<input type="checkbox"/> Valid Arizona driver's license <input type="checkbox"/> Current Arizona motor vehicle registration <input type="checkbox"/> Arizona voter registration <input type="checkbox"/> A dated residential rental contract with proof of payment <input type="checkbox"/> Proof of establishment of Arizona utilities <input type="checkbox"/> Proof of enrollment of children in Arizona schools Grades K - 12 <input type="checkbox"/> Documentation demonstrating a change in permanent address on all pertinent records <input type="checkbox"/> Military form 2058

PART V: ARIZONA STATEMENT OF CITIZENSHIP OR ALIEN STATUS FOR STATE PUBLIC BENEFITS

Check if completed and attached: Yes, I have completed the attached form for Statement of Citizenship or Alien Status for State Public Benefits and submitted required documents. No, state why?

PART VI: LICENSEE RESPONSIBILITY

You, as a licensee, will be responsible for the following:

- **License Renewal**
 - Check your expiration date on the license. Arizona personal license expires every two (2) years. You will not receive a reminder, post it on your calendar. Late fees will be applied to any license that is not renewed on time. Your current license must be posted at all times when working.
- **Compliance with Laws and Rules**
 - As a licensee, you are responsible for ensuring compliance with all applicable laws and rules. Laws and rules can be found at: <https://boc.az.gov/licensing/laws-rules>
 - Review and know: A.A.C. § R4-10-112 Infection Control and Safety Standards
- **Notice of Changes**
 - If you change your legal name or address, you must notify the Board. Address changes may be completed online at:
<https://azbocprod.glsuite.us/GLSuiteWeb/clients/azboc/private/renewals/login.aspx> or contact the Board. Name changes must be reported by mail or in person with proper documentation A.A.C. § R4-10-107 (A)(2)(b)

PART VII APPLICATION CERTIFICATION

I hereby certify under penalty of perjury, that I have read and understood this application for Arizona Universal Licensing Recognition, and know that contents thereof; that all my statements and information disclosed herein and in the attached forms, including all supporting documents, are true, accurate and correct in every respect; and that I have not failed to disclose any information that might affect my application, with full knowledge that the information submitted in this application may constitute a violation of the law and may be grounds for denial of my application for disciplinary action against my application/license.

Applicant Signature:

Date:

ARIZONA STATEMENT OF CITIZENSHIP
OR ALIEN STATUS FOR STATE PUBLIC BENEFITS
Professional License and Commercial License
Arizona State Board of Cosmetology

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I – APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____

TYPE OF APPLICATION (Check one) INITIAL APPLICATION RENEWAL

TYPE OF LICENSE/CERTIFICATION (Check one) Cosmetology Instructor
 Nail Technology Salon
 Aesthetician Schools
 Hairstyling

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? Yes No

If **Yes**, indicate place of birth:

City _____ State (or equivalent) _____ Country or Territory _____

- If you answered **Yes**,
- 1) Attach a legible copy of a document from List A (attached)
Name of document _____
 - 2) Go to Section IV.

SECTION III – ALIEN STATUS DECLARATION

To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from

List B (Attached) or other document as evidence of your status. Name of document provided _____

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban/Haitian entrant.
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present

- 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States. **PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).**

SECTION IV - DECLARATION

All applicants must complete this section.

I declare under penalty of perjury under the laws of the state of Arizona that the answers and evidence I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE

TODAY'S DATE

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

- A.
1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
 2. A driver license issued by a state that verifies lawful presence in the United States, dated 2000 and beyond. States for which licenses are not acceptable are: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah, and Washington, as these States do not verify lawful presence in the United States.
 3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
 4. A United States certificate of birth abroad.
 5. A United States passport. ***Passport must be signed***
 6. A foreign passport with a United States visa.
 7. An I-94 form with a photograph.
 8. A United States citizenship and immigration services employment authorization document or refugee travel document.
 9. A United States certificate of naturalization.
 10. A United States certificate of citizenship.
 11. A tribal certificate of Indian blood.
 12. A tribal or bureau of Indian affairs affidavit of birth.
 13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.
- B. This section does not apply to an individual, if all of the following apply:
1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

- C. If, pursuant to subsection A, an individual has affirmatively established citizenship of the United States or a form of non-expiring work authorization issued by the federal government, the individual, on renewal or reinstatement of a license, is not required to provide subsequent documentation of that status.
- D. If, on renewal or reinstatement of a license, an individual holds a limited form of work authorization issued by the federal government that has expired, the individual shall provide documentation of that status.
- E. If a document listed in subsection A, paragraphs 1 through 13 does not contain a photograph of the individual, the individual shall also present a Government issued document that contains a photograph of the individual.
- F. For the purposes of this section:
 - 1. "Agency" means any agency, department, board or commission of this state or any political subdivision of this state that issues a license for the purposes of operating a business in this state.
 - 2. "License" means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and that is issued by any agency for the purposes of operating a business in this state.