

## CHECKLIST FOR ARIZONA EXAMINATIONS

Please check off each item below to make sure you all that is required for examinations

*(If missing any below items will result in delay of your examination date)*

**AN APPLICATION WITH WHITEOUT OR CROSSED OFF INFORMATION WILL NOT BE PROCESSED. PLEASE PRINT AND SUBMIT.**

- ALL names must match when applying to PCS and the State Board. Make sure your ID's match along with your paperwork.**
- 1. **Register online** with **Professional Credential Services, Inc.** (PCS) to take the examination.
  - Registration website: [www.pcshq.com](http://www.pcshq.com) ;
    - Click on “Applicants & Candidates” ;
    - “Cosmetology & Barbering”;
    - “Arizona”;
    - Select the **“correct”** type of licensing exam you will be sitting for;
    - Must upload a passport photo to your (PCS) account
  - **Pay \$177.00 by credit card to PCS for both the written & practical exam.**
- 2. **COMPLETE, SIGN and MAIL**, the attached application to the board.
  - **Mailing address:**
    - Arizona State Board of Cosmetology  
1740 W Adams St. Suite 4400  
Phoenix, AZ 85007
- 3. Attach a current **Passport Photo** to your application;
- 4. Certification of Beauty Institute Graduation form (must be on Schools Letterhead);
- 5. Lawful presence to include document that shows proof of presence in the United States is authorized under the Federal law;
- Proof of High School Education & 16 years of age (government issued ID) or Proof of 18 years of age (government issued ID);
- \$70.00 MONEY ORDER (Initial License: non-refundable)**
  - **Money order must be paid to the “AZ BD of Cosmetology”**
- Submit proof of current license & 1yr proof of work experience form.

**Note:**

Once the board receives a **COMPLETED** examination packet. The board will notify PCS that you qualify to take the exam. PCS will notify you by EMAIL of your practical examination date and give instructions on scheduling the written exam. (The Arizona State Board does not notify candidates of any examination date)

If you do not qualify for the examination or more information is required, the Board of Cosmetology will notify you by **mail only**.

If you have questions, please contact Suzi or Mimi: 480-784-4539 (examinations)

Select Exam type:

- Aesthetics
- Cosmetology
- Hairstyling
- Nail Technology
- Cos Instructor
- NT Instructor
- Aes Instructor

**ARIZONA STATE BOARD  
OF COSMETOLOGY**

1740 W. ADAMS ST. SUITE 4400, PHOENIX AZ 85007  
(480) 784-4539 FAX: (480) 784-4962  
www.azboc.gov

**PLACE  
CURRENT  
PASSPORT PHOTO  
HERE**

**USE PAPERCLIP**

**APPLICATION FOR EXAMINATION**

Attached \$70.00 MONEY ORDER for first license (fees are non-refundable)

**PERSONAL DATA (Full Legal Name)** \_\_\_\_\_ Social Security # \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_  
(XXX XX XXXX)

\_\_\_\_\_  Female  Male \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_  
Last Name First Name M BIRTHDATE

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Address Area Code - Phone #

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
City State Zip Code email address: \_\_\_\_\_

**TYPE OF EDUCATION:**  HS Diploma  HS Transcript  GED  Proof of Age

**ARIZONA INFORMATION**

Have you ever been licensed in Arizona?  Yes  No Have you ever failed an AZ exam?  Yes  No

\_\_\_\_\_ / \_\_\_\_\_ Area failed:  Written  Practical

License # \_\_\_\_\_ Expiration date \_\_\_\_\_

**COSMETOLOGY SCHOOL TRAINING:**

\_\_\_\_\_  I have applied/paid with PCS for my exams

Name of school attended \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_ Number of hours attended From: \_\_\_\_\_ to \_\_\_\_\_ (MM/DD/YY)

Did you Graduate:  Yes  No (more than one school must be listed on a separate Exam application)

**ANTICIPATED GRADUATION DATE:** \_\_\_\_\_ \*\* FOR PRE-SCREENING: YOUR EXAM WILL BE SCHEDULED AFTER THE ANTICIPATED GRADUATION DATE. IF GRADUATION IS NOT COMPLETED IN TIME TO TAKE THE SCHEDULED EXAM; EXAM FEE WILL BE FORFITED.

**\*\*\*ALL TRAINING ABOVE MUST MATCH WITH PROOF OF HOURS FORM THAT IS TO BE SUBMITTED**

Yes  No Have you taken a NIC National Exam within the past year? If so, what state:

\_\_\_\_\_

Date last taken: \_\_\_\_\_

By signing below a have agreed that my information is correct and complete to apply for exams:

**APPLICANTS SIGNATURE:** \_\_\_\_\_

If you have a disability and require reasonable accommodations to participate in our services, contact the ADA Coordinator at (480) 784-4539 at the Board office. The FAX # is (480) 784-4962

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

**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).**

<b>SECTION IV - DECLARATION</b>
---------------------------------

**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:**

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.
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.