

## ARIZONA EXAMINATIONS APPLICATION CHECKLIST

**Please check off each item below to avoid processing delays**

***(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 AZ State Board. Make sure your I.D.'s match your paperwork.

### Step 1: Registration with PCS (Professional Credential Services)

Check when completed

1. Register Online: registration website [www.pcshq.com](http://www.pcshq.com) ;
  - a. Click on "Application & Candidates";
  - b. "Cosmetology & Barbering"
  - c. "Arizona";
  - d. Select the "CORRECT" type of licensing exam you will be examine for;
  - e. **Must upload a 2x2 passport photo to your account (if not upload will delay approval)**
  - f. **Pay \$177.00 by credit card to PCS for both written & practical exam**
  - g. **Print the "Candidates Handbook"** for information about the examination

### Step 2: Registration with the Arizona State Board of Cosmetology

Check when completed

1. Complete: Examination application, Initial, Sign and Mail (see attached application)  
**Important: Initial each box area required on the application and sign & date at the bottom of the form. If not completed, the application will result in a sent back.**
  - **Mailing address:** ARIZONA STATE BOARD OF COSMETOLOGY  
1740 W Adams St. Suite 4400  
Phoenix AZ 85007
2. Attach a **CURRENT 2x2 Passport Photo** to your application (paperclip only)
3. Certification of Beauty Institute Graduation form (must be on School's Letterhead)
4. Lawful presence form to include the required documentation that shows proof of residency in the United States, and is authorized under the Federal law;
5. Proof of High School Education & 16 years of age (government issued ID) OR Proof of 18 years of age (government issued ID);
6. **Submit payment: \$70.00 MONEY ORDER (Initial License: non-refundable)** (If Reactivating, \$70.00 does not apply)
  - MONEY ORDER: must be payable to "AZ Board of Cosmetology"
7. For Instructor Applicants **ONLY**: submit proof of current license & 1-year 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 will notify you.
- If you have questions, please contact the Examination Department: 480-784-4539 (examinations)

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. Please also refer to your school or our website for the ADA forms.

Shared S: 1740 new forms/completed/examination application 3.2009

**ARIZONA STATE BOARD OF COSMETOLOGY**

1740 W ADAMS #4400 • PHOENIX • AZ 85007 • (480) 784-4539 • [www.azboc.gov](http://www.azboc.gov)

**Examination Application: Check off boxes below if you included the required items with your application:**

**Attach \$70.00 Money Order for first license** (fees are non-refundable). Pursuant to [A.R.S. § 41-1080.01](http://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 application fee of \$70.00. 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 return. <https://familiesusa.org/product/federal-poverty-guidelines>

**Attach Current Passport Photo** (paperclip the photo to application)

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**Select Exam type:**     Aesthetics         Cosmetology         Hairstyling         Nail Technology  
                                   Cosmetology Instructor         Nail Tech Instructor         Aesthetic Instructor

**1. Applicant Information (print clearly)**

\*Initial here if all information below is true & correct

<b>Full Name</b> First, Middle, Last	First Name	Middle Name	Last Name
Social Security Number <small>xxx-xx-xxxx</small>	Date of Birth <small>mm/dd/yyyy</small>		<input type="checkbox"/> Female <input type="checkbox"/> Male
Street Address		City, State, Zip Code	
Phone Number:		Email Address:	
<b>Type of Education:</b> <input type="checkbox"/> HS Diploma <input type="checkbox"/> HS Transcript <input type="checkbox"/> GED <input type="checkbox"/> Proof of Age			

**2. Arizona Information (AZ License reactivation applicants, if yes below \$70.00 processing fee does not apply)**

\*Initial here if all information below is true & correct  R4-10-110 (B)

Have you ever held an AZ Cosmetology type license? <input type="checkbox"/> Yes <input type="checkbox"/> No	AZ License #:	Expiration Date:
Have you ever failed an AZ exam? <input type="checkbox"/> Yes <input type="checkbox"/> No Date taken?	Area failed: <input type="checkbox"/> Written <input type="checkbox"/> Practical	

**3. Cosmetology School Training Information: (All training must match with Certification of Graduation form)**

\*Initial here if all information below is true & correct

Name of school attended:	<input type="checkbox"/> I have applied/paid with PCS for my exam
School address:	
City:	State:                      Zip code:
Hours attended:	Start date:                      End date:
Did you Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If more than one school must be listed on a separate Examination application</b>
<b>Pre-screening only:</b> Anticipated Graduation date:	<b>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 forfeited R4-10-108 (A)(B)(C)(D)(H)</b>

Have you taken a NIC National Exam within the past year? **R4-10-108 (M)**  
 If so what state: \_\_\_\_\_ Date last taken: \_\_\_\_\_

I hereby certify under penalty of perjury, that I have read and understood this application for examination, and know the 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 or 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 pre-send 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.