Required Documents/Information for a Salon Establishment Application:

All state statutes and regulations can be found on our website:
https://bcb.az.gov/resources/statutes-and-rules

1. Ownership information
   a. Name
   b. Mailing Address
   c. Physical Address
   d. Email Address
   e. Phone Number
   f. Federal Tax ID (if applicable)
   g. Ownership Type:
      i. Partnership
         1. Each partner's name and address
         2. Whether each partner is a limited or general partner
      ii. Corporation
         1. State of incorporation
         2. Name, title, and address of at least two officers
         3. Name and address of statutory agent
      iii. Limited Liability Company (LLC)
         1. Name and address of each member, manager, and statutory agent
   h. Citizenship Documents for anyone who is at least 10% Owner
      i. Needs to be a document with a picture showing U.S. Citizenship or National or legal presence to work in the U.S.: Acceptable Documents
   i. Type of Establishment to be licensed:
         1. Aesthetics
         2. Barber
         3. Cosmetology
         4. Eyelash Technology
         5. Hair Styling
         6. Nail Technology
   j. Certificate of Good Standing from the Arizona Corporation Commission, if applicable (Corps & LLCs) - screenshot of being in Good Standing is acceptable
   k. Statement of whether a barber, cosmetology, aesthetics, hairstyling, or nail license or eyelash technician registration of the applicant or any partner,

corporate officer, or member or manager of the applicant has ever been suspended or revoked by any state or foreign country

l. If a <u>change of location</u>, both the old and new physical address of the Establishment

m. If a <u>change of ownership</u>, the date the applicant will assume ownership
    i.   A history of the Establishment including:
         1. Name of the previous Establishment
         2. Name of each business operating at the establishment address