

## Required Documents and Information for a Salon Establishment Application:

To apply for a license to operate a barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment, you need to submit the following:

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 - If the establishment is a partnership, include:
      1. Each partner's name
      2. Mailing and physical addresses
      3. Whether each partner is a limited or general partner
    - ii. Corporation - If the establishment is a corporation, include:
      1. State of incorporation
      2. Names, titles, and addresses of each officer
      3. Name and address of statutory agent
    - iii. Limited Liability Company (LLC) - If the establishment is an LLC, include:
      1. Names and addresses of each member, manager, and statutory agent
    - iv. Individual Owner/Sole Proprietor - If you are an individual owner/sole proprietor, include:
      1. Your Social Security number or federal tax ID number
  - h. Citizenship documents for anyone who owns at least 10% of the business
    - i. Documentation must include government-issued proof of U.S. citizenship or national status, or legal presence to work in the U.S. [Documents accepted as proof of U.S. citizenship](#) must include a photo of the applicant.
  - 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, member or manager of the applicant has ever been suspended or revoked by any state or foreign country
  - l. If a change of location, both the old and new physical addresses of the establishment
  - m. If a change of ownership occurs, include the date the applicant will assume ownership of the business
  - n. A history of the establishment, including:
    1. If the location was previously licensed by the Board
    2. Name of the previous establishment
    3. Name of each business operating at the establishment address
  - o. The applicant's signature and verification that the information provided is true and correct, and the establishment is in compliance with A.R.S. Title 32, Chapters 3 and 5, and this Chapter and has all basic equipment required to be an establishment.

The [Arizona Barbering and Cosmetology Board statutes and rules](#) can be found on our website.