



APPLICATION FOR BARBER SHOP REINSTATEMENT GEORGIA STATE BOARD OF BARBERS

237 Coliseum Drive
Macon, Georgia 31217
Phone (478) 207-2440

www.sos.ga.gov/plb/barber

Please read the instructions carefully and be familiar with the laws and rules governing the practice of Barbers in the State of Georgia. Visit the following web site for information: <http://www.sos.ga.gov/plb/barber>.

****Important***

The Board cannot process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all information and documentation is complete and correct. Incomplete applications result in delayed processing. Incomplete applications are void after one year. Furthermore, because application information is time sensitive, documents cannot be transferred from old applications to new applications.

Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a COMPLETE application.

- NON-REFUNDABLE FEE: See Fee Schedule.** The payment must be made by check or money order payable to the Georgia State Board of Barbers. DO NOT SEND CASH OR COUNTER CHECKS. Checks returned for insufficient funds are subject to a \$40.00 service charge pursuant to O.C. G.A. § 16-9-20. **Please note: any time a shop moves, changes address, changes the name, or changes ownership a new application must be submitted to the board with the processing fee.**

- NOTARIZED APPLICATION:** Send the *notarized* application to the Board office at the address listed above, along with the correct fee. *All questions must be answered.* If your answer to the conviction question or sanction question is “yes,” further documentation will need to be submitted. Attach an explanation if you have had any criminal convictions or charges, as well as a certified copy of the conviction/sentencing documents from the court. If sanctioned by another state licensing board, a certified copy of the action taken must be submitted. The Board will review the application with the required documentation. **Approval of licensure is at the Board’s discretion.**

- SUBMIT APPLICATION IN A 9X12 or LARGER ENVELOPE – Do not staple pages or check/money order. Do not fold pages of the application.**

APPLICATION FOR BARBER SHOP LICENSE

PLEASE READ THE INSTRUCTIONS AND BECOME FAMILIAR WITH THE LAWS AND RULES GOVERNING THE PRACTICE OF BARBERING IN THE STATE OF GEORGIA. VISIT THE FOLLOWING SITE FOR INFORMATION:
<http://www.sos.ga.gov/plb/barber>.

Please be aware that a shop license is NOT the same as a business license. **Please contact the city or county in which you are establishing your salon to obtain a business license.** In order to be in compliance with the law, you must have the actual license issued by the Georgia State Board of Barbers in order to open a shop and the registration must be displayed in a conspicuous place in the shop. **A copy of the application and proof of payment sent will not be viewed as an acceptable substitute for a shop license. Any time a shop moves, changes the name, changes address, or changes owner(s) a new application and application fee must be sent to the Board.**

We do not license booths within a shop or a kiosk or a mobile shop. Applications for barber shops located in flea markets will require a pre-license inspection.

Apprentices in a Barber Shop: A separate application must be submitted in order to train an apprentice in a shop. Each master barber may train only one apprentice at a time and must have held a license for at least 18 months. If an apprentice changes for apprentice training the Master Trainer or the shop, then a new apprentice application and processing fee must be submitted to the board office. **Apprentice training records must be available in the shop upon inspection.** Daily/Quarterly transcript hour records must be maintained on site at a shop. It is the responsibility of the Master Barber to ensure that accurate training records are maintained for the apprentice. Failure to submit these records in a timely manner may result in the delayed processing of a letter of verification of eligibility for examination. Apprentice transcript hour records must be sent to the Board quarterly. Only one apprentice at a time may be trained a shop.

FOR BOARD USE ONLY
 Amount Submitted _____
 Date _____
 Receipt # _____



FOR BOARD USE ONLY
 Certificate Number _____
 Date Issued _____
 Applicant No. _____

GEORGIA STATE BOARD OF BARBERS
 237 Coliseum Drive • Macon, Georgia 31208 • (478) 207-2440
www.sos.ga.gov/plb/barber

APPLICATION FOR BARBER SHOP REINSTATEMENT

Application fee submitted: _____ (See attached fee schedule)

Shop License Number: _____ (Attach copy of license)

Is this Shop located in a residence/home? Yes _____ No _____

Is this Shop located in a Flea Market? Yes _____ No _____

Additional License Types held (currently or previously issued to the owner(s) by the Georgia Professional Licensing Boards): _____

Shop Name on License : _____

Federal Employee Identification Number or Social Security Number

*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

Shop's Physical (Business Location) Address:

PO Box is not acceptable: _____
 Number and Street Apt. No City/State Zip

Mailing Address _____
 (if different from business location) Number and Street Apt. No City/State Zip

(If you are granted a license, your name, mailing address and license number becomes public information and will be posted on the Secretary of State's website. The mailing address is used for renewal notices and application processing.)

_____ - _____ - _____ - _____

Shop Telephone Number Cell Telephone Number Evening Phone Number E-Mail Address

Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your email address will not be shared with any third party.

Please complete the following for all owners:

Name _____
(PLEASE PRINT) First Middle Last

Address _____
P.O. Box not acceptable- Number and Street/Apt. No City/State Zip

Mailing Address _____
(if different) Number and Street/Apt. No City/State Zip

Social Security Number _____ - _____ - _____

Name _____
(PLEASE PRINT) First Middle Last

Address _____
P.O. Box not acceptable- Number and Street/Apt. No City/State Zip

Mailing Address _____
(if different) Number and Street/Apt. No City/State Zip

Social Security Number _____ - _____ - _____

Name _____
(PLEASE PRINT) First Middle Last

Address _____
P.O. Box not acceptable- Number and Street/Apt. No City/State Zip

Mailing Address _____
(if different) Number and Street/Apt. No City/State Zip

Social Security Number _____ - _____ - _____

Please note: if additional owner pages are needed copy this page and attach to the application.

This application will be returned if you do not answer the questions on this page.

Have the owner(s) ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations.

Yes No

If you answered "Yes" to the question regarding court convictions, you must submit to the Board the following: a) a certified copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence, AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. Your application will not be processed until this information is received and reviewed by the Board.

Have the owner(s) ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state? Yes No

If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office. Your application will not be processed until this information is received and reviewed by the Board.

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS.
RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

Name

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
[O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- _____ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- _____ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- _____ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- _____ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- _____ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- _____ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- _____ A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- _____ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

**BARBER BOARD SANITARY RULES AND REGULATIONS
GOVERNING BARBER SHOPS AND SCHOOLS IN THE STATE OF GEORGIA**

The rules and regulations set forth below have been adopted by the Georgia State Board of Barbers. Recommended disinfectants are approved by the Georgia Department of Human Resources.

1. All licensed barbers, barber student(s), apprentice barbers and examination holders shall use the utmost caution in waiting on or rendering service to any person having or suspected of having an infectious disease and shall have the privilege of refusing to service such person. Barbers and barber students, apprentice permit holders and examination permit holders, after having rendered service to a person having or suspected of having any infectious disease, shall have all towels, cloths, implements and utensils used in rendering such service thoroughly sterilized before reusing. Barbers, barber students, apprentice permit holders and examination permit holders shall thoroughly wash their hands with soap and water before rendering service to each person.
2. Current shop permit must be posted.
3. Sanitary regulations must be posted in a conspicuous place in general work area.
4. Shop must be separated by tight ceiling high partitions from residence.
5. All floors must be cleaned daily.
6. Furniture, equipment, tools, appliances, utensils, wall and ceilings must be kept in a clean and sanitary condition at all times.
7. Razors, scissors, tweezers, combs, brushes, rubber discs and all parts of vibrators, and all other utensils, appliances, or anything which comes in contact with the head, face, neck or hair must be thoroughly cleansed and sterilized in a manner approved by the state or local health department after final use on each customer.
8. Hot and cold running water of a source approved by the Georgia State Board of Barbers and by the State and Local health Departments shall be provided in each establishment.
9. Each barber and barber student, apprentice permit holder and examination permit holder shall keep his or her body clean and be in good health, his or her general appearance shall be neat, and his or her fingernails carefully cut and clean.
10. Sanitary receptacles for used cloths shall be provided.
11. All waste material must be deposited in a non-absorbent, washable container pending removal.
12. A towel which is used on one person shall not be used again on another patron until laundered.
13. The headrest on each chair must be provided with a clean towel or sheet of paper for each patron.
14. Sanitary neck strips of paper or a sterile towel must be placed around the neck of the patron so that the cover does not come into contact with the skin.
15. All bathrooms and toilets shall be maintained in a sanitary condition. All liquid waste shall be disposed of by connection to a municipal sewerage system or a properly designed and constructed individual sewage system.
16. Adequate sterilizing methods must be provided for each work station.
17. Compliance with rules prohibiting working while under the influence of drugs or alcohol.
18. Section 43-7-23 of the Georgia State Board of Barbers must be complied with at all times.

THE GEORGIA STATE BARBER BOARD Fee Schedule

Initial Master License	\$30
Late Renewal (within 6 months)	\$100
Reinstatement (after 2 months – 2 years)	\$200
Reinstatements (after 2 years)	\$300 Board Review
Apprentice (all)	\$45
Late Renewal	\$90
Salon/Shop	\$75
Late Renewal (within 2 months)	\$200
Reinstatement (after 2 months – 2 years)	\$300
Reinstatement (after 2 years)	\$300
School License	\$300
Late Renewal (within 2 months)	\$600
Reinstatement (after 2 months)	\$1000 Reviewed By Board
Initial Instructor License	\$75
Late Renewal (within 2 months)	\$150
Reinstatement (after 2 months – 2 years)	\$250
Reinstatement (after 2 years)	\$300 Board Review

RENEWAL DATES

Master Barber: December - Even Years

Barber; Instructors, Schools, shops: June – Odd Years