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OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING  
ADVISORY BOARD ON MASSAGE THERAPY  
2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73107-2453  
License Department 405.522.7619 • www.cosmo.ok.gov

J. KEVIN STITT  
Governor  
MALENA CURTSINGER  
Executive Director

**REQUEST FOR INITIAL DETERMINATION**  
I hereby make application for a determination of eligibility for Cosmetology, Barber or Massage Therapy license in accordance with the statutes of the State of Oklahoma (59 O.S. § 4000.1)

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Any other legal name(s) used \_\_\_\_\_  
Home Address \_\_\_\_\_ Apt # \_\_\_\_\_  
BOX NUMBER OR STREET ADDRESS  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Phone \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The petitioner for determination of eligibility must include a complete criminal conviction history with the application. This does not include convictions for crimes committed as a juvenile, or convictions that have been expunged by Order of a court of competent jurisdiction.

The criminal history shall be presented in one of two ways and **attached to this Petition**:

- 1) The petitioner may submit with this Petition, a copy of his or her official criminal history record with a typewritten explanation of each conviction mentioned in the criminal history record; or
  - 2) The petitioner may submit a typewritten statement describing each criminal conviction including the date of each conviction, the court of jurisdiction and the sentence imposed.
- The petitioner for a determination of eligibility may also include a typewritten statement describing additional information for consideration by the Board, including, for example, information about his or her current circumstances, the length of time since conviction and completion of sentence and what has occurred since conviction or completion of sentence, evidence of rehabilitation, testimonials or personal reference statements and employment aspirations.

**Section III:**

Please check each of the following to verify your understanding:

- I understand that the Board’s decision on my application for determination of eligibility for licensure is based ENTIRELY on the information I have provided with this Petition.
- I understand that IF the Board makes a determination that I presently appear eligible for licensure, that determination is NOT A GUARANTEE that I will be eligible at the time I actually apply for licensure or certification.
- I understand that my subsequent conduct, or facts not reported by me, or criminal convictions not disclosed at the time of the determination, may bear on my eligibility at the time I actually apply for licensure or certification.

**AFFIDAVIT**

**Sign full name LEGIBLY – No initial – DO NOT PRINT – If no middle name, indicate NMN**

I declare and affirm that the statements made in this Petition, including any and all accompanying documents prepared by me, are true, complete and correct.

**Signature of Petitioner for Determination of Eligibility:**

\_\_\_\_\_  
Print full legal name in the space below:

\_\_\_\_\_  
First Middle Last

\_\_\_\_\_  
Date



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2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73107-2453  
Reciprocity Department 405.522.7624 • [www.cosmo.ok.gov](http://www.cosmo.ok.gov)

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### REQUEST FOR INITIAL DETERMINATION

I hereby make application for a determination of eligibility for Cosmetology, Barber or Massage Therapy license in accordance with the statutes of the State of Oklahoma (59 O.S. § 4000.1)

*FOLLOW INSTRUCTIONS BELOW FOR INITIAL DETERMINATION APPLICATION.*

**If you have been convicted of a crime, before you submit an application, you may request IN WRITING, an initial determination as to whether your criminal history might disqualify you from licensure or certification. You may request an initial determination at any time.**

#### **INSTRUCTIONS:**

Use this application if you:

- Have criminal convictions
- Wish to know if you are eligible for licensure or certification

#### **YOUR WRITTEN REQUEST MUST INCLUDE:**

- A copy of your criminal history record with an explanation of each conviction; OR
- A statement describing each criminal conviction including the date of the conviction, the court of jurisdiction, and the sentence imposed.

You must disclose convictions from other jurisdictions. However, any conviction that has been sealed or expunged does not need to be disclosed and shall not be considered.

**YOUR WRITTEN REQUEST MAY INCLUDE** additional information for consideration, including, but not limited to: 1) information relevant to the nature and seriousness of the offense; 2) the amount of time that has passed since the offense; 3) your age when the offense was committed; 4) circumstances of the offense, including aggravating or mitigating circumstances of social conditions surrounding the commission of the offense; 5) the nature of the specific duties and responsibilities for which the license is required; and 6) evidence of rehabilitation, including compliance with community supervision, parole, or mandatory supervision; conduct and work activity; programming or treatment undertaken; and testimonials or personal reference statements.

The State Board of Cosmetology and Barbering shall review each request and all accompanying materials, and issue an initial determination, in writing, within sixty (60) days from the date the request was received. If you are not satisfied with the initial determination, you may request that the matter be placed on the agenda of the Board's next regularly scheduled meeting for reconsideration.

You can find a complete list of potentially disqualifying offenses on our website at [www.oklahoma.gov/cosmo](http://www.oklahoma.gov/cosmo)