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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  
Reciprocity Department 405.522.7624 • www.cosmo.ok.gov

J. KEVIN STITT  
Governor  
MALENA CURTSINGER  
Executive Director

**FOREIGN RECIPROCITY APPLICATION**  
Affidavit Verifying Lawful Presence (Form 390) is part of this application and must be attached.  
Include cashiers check or money order for \$65 per license payable to OSBCB. PERSONAL CHECKS ARE NOT ACCEPTED.

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ Apt # \_\_\_\_\_

RESIDENCE ADDRESS REQUIRED BY LAW (§59-199.3-B-3). PO BOX IS ACCEPTABLE

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Attach 2x2 Photo Here  
Tape, Do Not Staple  
  
Photo must be newer than 1 year old.

**For what type of license are you applying?**

<input type="checkbox"/> Barber	<input type="checkbox"/> Cosmetologist/Operator	<input type="checkbox"/> Facialist/Esthetician
<input type="checkbox"/> Barber Instructor	<input type="checkbox"/> Cosmetology Instructor	<input type="checkbox"/> Manicurist

In what country are you CURRENTLY licensed? \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you ever held a cosmetology or barber license in Oklahoma?  Yes  No  
If YES, give details (license types, dates held, names licensed under):

\_\_\_\_\_ If NO, have you ever been enrolled in an Oklahoma cosmetology school?  Yes  No

Date of Photo:  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you ever been denied issuance of a license or, pursuant to disciplinary proceedings, have you ever been refused renewal of any license by any agency in Oklahoma or in any other state or country?  Yes  No *If Yes, attach explanation.*

Are you receiving government assistance, or are you at 140% or less of poverty level?  Yes  No *If Yes, include documentation.*

Have you ever been convicted of a felony?  Yes  No A felony conviction will not necessarily disqualify you from obtaining a license.  
**If you have been convicted of a felony, you must submit a certified copy of the record of the Court with this application.**

Fraudulent statements made to obtain a license or registration in Oklahoma are grounds for refusal, revocation or suspension of license or registration under Oklahoma Cosmetology and Barbering Law Title 59 O.S. Section 199.11 (f).

Practicing in Oklahoma on an out of state license is a misdemeanor under Oklahoma Cosmetology and Barbering Law Title 59 O.S. Section 199.6 (c).

**I solemnly swear that the foregoing statements are true and correct.**

X \_\_\_\_\_  
*Signature of Applicant*

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Commission # \_\_\_\_\_

My commission expires \_\_\_\_\_ Notary Public \_\_\_\_\_





## PROCEDURE FOR OBTAINING A FOREIGN RECIPROCITY LICENSE

***FAILURE TO FOLLOW INSTRUCTIONS MAY RESULT IN REJECTION OR DENIAL OF THIS APPLICATION.***

The State Board of Cosmetology and Barbering may grant license by reciprocity to applicants from outside the United States if all of the qualifications listed below are met.

### **INSTRUCTIONS:**

Applicant must FIRST provide evidence that all education documents, including those for cosmetology or barbering discipline have been verified by an accrediting agency at the Applicant's expense. The Board has approved two credentialing agencies for this purpose. Both Span Tran and Aequo links can be found under the resources tab on the OSBCB website @ <https://oklahoma.gov/cosmo/resources/links.html>. Applicants who choose to use Span Tran should use the custom application link from the OSBCB website to receive the appropriate evaluation.

The following documents must be verified:

- Proof of a current or permanent license from a country whose qualifications are substantially equal to those required in Oklahoma at the time of application.
- Proof of training in cosmetology related discipline. List curriculum covered and practiced, giving dates and location where training was obtained. If possible, submit a copy of the diploma.
- An outline of curriculum or course of study completed.
- Proof of an eighth grade education or equivalent, including the name and location of the school, dates attended, and any additional education achieved.
- Certified statements from previous employers, giving dates, places, and addresses of employment; or proof of having owned a salon. Documents must be translated by a certified translator. This can be performed through the credentialing companies.
- Applicant must provide permanent resident card, social security card, and driver's license or government issued photo identification card plus a completed application during interview.

*Any document submitted by the Applicant that cannot be verified by the credentialing agency may prohibit a license from being issued by the Board.*

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**Upon receiving a notification that the evaluation has been completed, Applicant must email the Executive Director, [Malena.Curtsinger@cosmo.ok.gov](mailto:Malena.Curtsinger@cosmo.ok.gov), to schedule an appointment to interview.**

Applicant must bring the completed Application for Foreign Reciprocity and Affidavit Verifying Lawful Presence to the appointment, along with all documentation, a valid Social Security Card, and a current photo identification card. If Applicant is not a United States Citizen, Applicant must also present a valid Permanent Resident Card and proof of a permanent visa having been established in the United States.

Applicant must be prepared to sit for a 34 question State Rules, Regulations, and Law test.

The Board will review the application to determine whether the applicant is eligible for reciprocity, or must sit for the State Board Examination. Applicants will be notified of the Board's decision as soon as possible.

Applicants must either be able to speak English or bring an interpreter to the interview. Applicants are required to present, in person, all of the documents listed below. All records must be certified, and translation to English must be attached to each document. Applicant must present **original** documents, not copies! Copies will be made free of charge at the appointment, if necessary.

- Proof of a current or permanent license from a country whose qualifications are substantially equal to those in force in Oklahoma at the time of application.
- Proof of training in beauty culture. List curriculum covered and practiced, giving dates and location where training was obtained. If possible, submit a copy of the diploma.
- An outline of curriculum or course of study completed.
- Proof of an eighth grade education or equivalent, including the name and location of the school, dates attended, and any additional education achieved.
- Certified statements from previous employers, giving dates, places, and addresses of employment; or proof of having owned a salon. Documents must be translated by a certified translator. This can be performed through AEQUO.
- Applicant must provide permanent resident card, social security card, and driver's license or government issued photo identification card plus a completed application during interview.

Applicants for foreign reciprocity are not allowed to practice in Oklahoma until a license has been issued. Oklahoma does not issue temporary work permits to foreign reciprocity applicants.