

11. Name of Shop where applicant will be employed _____

Employer's Name _____

Employer's Address _____

12. Are you currently licensed in another state? () yes () no

If yes, please indicate the state: _____

13. Has your license ever been revoked? () yes () no

If yes, please explain: _____

14. Have you ever been censured for unprofessional conduct? () yes () no

If yes, please explain: _____

15. Have you ever been convicted of a felony? () yes () no

If yes, please explain: _____

Part III To be completed by applicants applying for a temporary license or examination only.

16. **REFERENCES:** Please provide two (2) professional references from licensed professionals in the respective field and one (1) character reference in the space provided below. Please note that the reference letters must correspond with the names listed below and should be persons other than Board Members and relatives of the applicant.

Name	Address	Telephone Number
1.		
2.		
3.		

Part IV

17. **Education:** (Please list in chronological order, beginning with most recent)

Name and Address of Institution	Attendance From To	Technical Course	Graduation	Degree Received

18. **TRAINING AND EXPERIENCE:** (Please list in chronological order your professional training & practical experience) Use additional sheets if necessary, following the same format or attach resume.

From To	Name, Address and Phone # of Employer	Name of Immediate Supervisor	Job Title Job Description

Part V

**AFFIDAVIT
(Must be completed by all applicants)**

State of _____

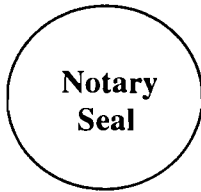
Territory of _____

Country of _____

I, _____, being duly sworn, depose and say that I am the person who executed the foregoing instrument; that I have read the same and know the contents thereof; that the matters stated therein are true to my knowledge; that I have not suppressed any information that might affect this application; and that I have read and understand this affidavit.

Applicant's Signature

Sworn and Subscribed before me this _____ day of _____, 20_____.



Notary Public

My Commission expires on _____

Do not write below this line:

BOARD DISPOSITION:

Application Approved: YES NO PENDING

Signature, Chairman of the Board

Date: _____

Member

Member

Member

Member

Member

Member



VIRGIN ISLANDS BOARD OF BARBERS, BEAUTICIANS AND MANICURISTS

LICENSING REQUIREMENTS

PURPOSE OF LICENSURE: To set standards of qualifications, education, training and experience for persons engaged in the fields of Barbering, Cosmetology, Esthetics, Hair braiding and Manicuring. To promote high standards of professional performance for those persons working in the profession. To ensure that everyone engaged in work in the profession is duly licensed.

PERIOD OF LICENSURE: All permanent licenses are issued on an annual basis. Temporary Licenses are issued for three (3) months.

EXAMINATION: All persons interested in becoming a licensed Cosmetologist, Barber, Manicurist or Esthetician in the Virgin Islands are required to sit a written and practical examination. The examination is administered in February, July, and October of each year. The examination fee is \$200.00 for the theory and \$100.00 for the practical.

APPLICATION PROCESS:

REQUIREMENTS FOR TEMPORARY AND PERMANENT LICENSES:

1. Completed and notarized application, which may be obtained from the Office of Boards and Commissions at the Department of Licensing and Consumer Affairs.
2. Three (3) 2x2 photographs of applicant.
3. Two (2) professional references.
4. One (1) character reference.
5. Official school transcript identifying number of hours completed in respective field.
6. Valid Health Card.
7. Verification of License from another state.
8. Non-refundable application fee of \$50.00.
9. Payment of Required Fee.

REQUIREMENTS FOR AN APPRENTICE LICENSE:

1. Completed and notarized application, which may be obtained from the Office of Boards and Commissions at the Department of Licensing and Consumer Affairs.
2. Three (3) 2x2 photographs of applicant.
3. Valid V.I. Health Card.
4. Non-refundable application fee of \$50.00
5. Letter from a licensed cosmetologist, barber or manicurist whose direction, supervision and training apprentice will be working under in the respective field.
6. Payment of required license fee.

REQUIRED HOURS: The following hours are required for permanent licensure in the respective fields.

COSMETOLOGY	1500 HOURS
BARBER	500 HOURS
MANICURIST	500 HOURS
ESTHETICIAN	600 HOURS
HAIR BRAIDING	250 HOURS

RENEWAL OF LICENSE:

In order to renew both a professional and/or a business license, the licensee must visit the Department of Licensing and Consumer Affairs' (DLCA) website, www.dlca.vi.gov, and provide the following:

1. Apply at DLCA's website, www.dlca.vi.gov, and register or login. Input or verify the required information, choose your payment option, and obtain a reference "control" number.
2. Electronic Tax Approval from the V.I. Bureau of Internal Revenue.
3. Payment of required License fees.

License Fees:

REQUIRED LICENSE FEES:

APPLICATION FEE	<i>Non-refundable</i>	\$50.00
BEAUTICIAN		\$ 65.00
BARBER		\$ 65.00
MANICURIST		\$ 97.50
ESTHETICIAN		\$130.00
HAIR BRAIDING		\$130.00
APPRENTICE		\$ 39.00
TEMPORARY LICENSE		\$ 13.00
BEAUTY SALON		\$ 97.50
BARBER SHOP		\$ 97.50
MANICURIST SALON		\$130.00
INITIAL SHOP LICENSE		\$195.00
COSMETOLOGY SCHOOL		\$260.00

WEBSITE:

www.dlca.vi.gov

MAILING ADDRESSES

ATTENTION: NATHALIE HODGE **Email: nathalie.hodge@dlca.vi.gov**
ASSISTANT COMMISSIONER
BOARDS AND COMMISSIONS

ST. CROIX

V.I. Board of Barbers, Beauticians and Manicurists
Department of Licensing and Consumer Affairs
3000 Golden Rock Shopping Center, Suite 9
Christiansted, VI 00820-4311
(340) 713-DLCA(3522) phone
(340) 718-6908 fax

ST. THOMAS

V.I. Board of Barbers, Beauticians and Manicurists
Department of Licensing and Consumer Affairs
Property & Procurement Bldg.
No.1 Sub Base,
St. Thomas, VI 00802
(340) 714-DLCA(3522) phone
(340) 776-8303 fax

BOARD MEMBERS

Ada Brooks, Chairman
Nora Williams, Vice-Chairman
Gerian James
Luz Luis
Judith Hobson

BOARDS AND COMMISSIONS ADMINISTRATIVE STAFF CONTACT INFORMATION:

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Revised 06/18 by the Office of Boards and Commissions