

## RECIPROCITY APPLICATION

### OUT OF STATE OR FOREIGN COUNTRY TRANSFER APPLICATION

The Minnesota Board of Barber Examiners will evaluate the information provided to determine if your training and experience are substantially the same as the training and experience required for a license in Minnesota. Applications are evaluated on a case by case basis.

#### REQUIRED FEE:

- Registered Barber** Application Fee \$85.00 by check or money order.  
*Pursuant to Minnesota Statutes 604.113 and 609.535, the Minnesota Board of Barber Examiners is authorized to charge a service fee of \$30.00 for any check that is returned for nonpayment.*

#### REQUIRED DOCUMENTS

- Original letter of license verification from the licensing agency of the State in which a barber certificate, registration, or license is currently or most recently held.  
Verifications must be received by the Board directly from the State of origin. Contact your former licensing agency to have a verification mailed to the Minnesota Board of Barber Examiners at the address listed above.
- A copy of your most current barber license with this application.
- Barber School Transcript showing a minimum of 1500 hours of barber school completed; training must include training in shaving.
- Transcript including all subjects that were taught and total number of hours of school completed.
  - Barber Schooling is required. Cosmetology School training is not accepted.
- A copy of your High School Transcript showing completion of at least 10<sup>th</sup> grade, diploma, or GED.

#### APPLICANT INFORMATION

Last Name	First Name	Middle Initial	
Address		Telephone Number	
City	State	Zip Code	County
Date of Birth / /	Social Security Number	E-mail address	

## **FOREIGN COUNTRY TRAINING OR LICENSE VERIFICATION REQUIREMENTS:**

All Foreign Country applicants for barber registration in Minnesota are required to have their foreign credentials verified by a Board-approved credentialing service prior to submitting the Minnesota barber reciprocity application.

The required documents are:

- secondary school transcript
- barber school transcript and certificate
- barber license

Foreign credentials must be submitted for verification to one of the Board-approved credentialing agencies listed below.

The Board will receive a report from the credentialing agency for review along with the reciprocity application you submit directly to the Board. The applicant will be informed of the Board's decision regarding registration and/or examination requirements after all documents are received and reviewed.

Contact one of these agencies for the required verification of your foreign education, training, and license:

[AEQUO International](#)

[Josef Silny & Associates, Inc: International Education Consultants](#)

[Span Tran: The Evaluation Company](#)

NOTE: Links to the Agencies' websites, email, and applications are available at the Board website under "Applications > Becoming a barber" at the bottom of the page.

The credentialing agency will submit a report to the Board.

You are also required to submit this application to the Minnesota Board of Barber Examiners with the registration fee.

## **Applicant Information Collection and Use**

The information collected during the application process is used to determine eligibility for examination or barber registration/license. You are not legally obligated to provide any of the information requested. If you do not provide the information, the Board may be unable to process your application resulting in the application process being delayed or the application being denied.

The Board is required to have a licensee's Social Security Number on file by Minnesota Statute 270C.72 and cannot issue a license without having the number. Your Social Security Number may be requested by and released to the Minnesota Commissioner of Revenue and may be used for revenue recapture as authorized by Minnesota Statute. Minnesota Statute 13.355 classifies Social Security Numbers as private data on individuals and your Social Security Number will not be released except as specifically authorized by law.

Upon issuance of a certificate, license, or registration all information provided during the application process will become public information pursuant to Minnesota Statute Chapter 13.41 Subd. 5, with the exception of Social Security Numbers as specified above.

**To avoid delay in processing**, please complete all parts of the application and provide all requested documentation. Applications are not complete and cannot be processed until all information and documentation is provided.

You should receive information regarding the status of your application within 10 business days of the Board receiving the completed application. If you have questions regarding the application process or need assistance, please call the office at 651-201-2820, Monday - Friday 8:00 am to 4:30 pm excluding holidays. If we do not answer, please leave a message and we will return the call.

*Effective August 1, 2020, the Barber Board will no longer accept cash payments. All fees must be paid by check or money order made payable to the Minnesota Barber Board.*

### **BARBER SCHOOL INFORMATION**

Name of Barber School Attended	Start Date:
	End Date:
Address of Barber School	Graduation Date:
City, State and Zip Code	Hours Completed

## LICENSING HISTORY

All applicants for registration in the State of Minnesota must answer the following questions. If you answer yes to any of these questions, you must provide the additional documentation as listed.

<p>1. Have you ever held a barber certificate/license in another State or Country?</p> <p>If yes, list the certificate/license type and the State/Country in which you were certified/licensed:</p>	<p><input type="radio"/> <b>Yes</b></p> <p><input type="radio"/> <b>No</b></p>
<p>2. Has any professional or occupational license, certification, registration, or permit held by you been fined, suspended, revoked, refused or denied in this or any other state, by the federal government, or any other jurisdiction?</p> <p>If yes, you must attach all of the following:</p> <ul style="list-style-type: none"> <li>• A written statement signed and dated by the applicant identifying the type of license, certificate, registration or permit and an explanation of each incident including the jurisdiction.</li> <li>• A copy of the official document which establishes the resolution or final judgment.</li> </ul>	<p><input type="radio"/> <b>Yes</b></p> <p><input type="radio"/> <b>No</b></p>
<p>3. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statute 270C.72 that you currently owe the State of Minnesota any delinquent taxes?</p> <p>If yes, attach a signed, dated explanation including payment plan or resolution</p>	<p><input type="radio"/> <b>Yes</b></p> <p><input type="radio"/> <b>No</b></p>

## RECIPROCITY QUESTIONS

1. State or country of current or most recent barber license:
2. Type of license:
3. License number:
4. License issue date:
5. Expiration date:

Did you take an examination to obtain your barber license?

Yes       No

Have you ever held a barber license in any state or country not already listed?

Yes       No

If Yes where?

**Barber Responsibilities**

**Registration and Display of Certificates**

Per MN Statute 154.14: Every licensed barber shall display their license certificate or permit, with a 2 X 2-inch head shoulder photograph of the barber that meets the same standards as required for a United States passport, in a conspicuous place adjacent to or near the chair where work is performed.

**Renewal**

Barber registrations expire each year on December 31st. Failure to renew on or prior to that date will result in additional fees to reinstate the registration.

**Communicable Disease**

Pursuant to MN Statute 154.161subd 4(7) practicing as a barber while having an infectious or contagious disease may be grounds to refuse to renew, suspend, temporarily suspend, or revoke the application, certificate of registration, or shop registration card.

**Name Change**

If you have a change of name, please notify the board in writing and include a photocopy of the legal document that changed your name (marriage certificate, divorce decree, court order, etc.)

**Address Change**

An address change can be completed over the telephone, by fax, in person or by e-mail. It is your responsibility to inform the Board so as to not delay receipt of Board communications.

**Barber Laws and Rules**

Copies of the Minnesota Barber Laws and Rules may be purchased from the Minnesota Bookstore located at 660 Olive Street, St. Paul, MN, 651-297-3000 or found at: [www.leg.state.mn.us](http://www.leg.state.mn.us).

**Minnesota Barber Examination may be required.**

**CERTIFICATION OF APPLICANT**

I certify that I have read and understand the information provided above and that the information I have provided within is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

*Notary Seal*

\_\_\_\_\_  
Notary Public

County: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_