

## **INSTRUCTIONS FOR OBTAINING A NEW HAMPSHIRE LICENSE**

Application for licensure is considered on an individual basis. In submitting your applications for licensure, the following must be included or processing of your application will be delayed. You must provide the Board with the following:

1. IF THE APPLICANT DOESN'T HAVE THE REQUIRED 1500 HOURS OF BARBERING OR COSMETOLOGY SCHOOLING, A NOTARIZED LETTER STATING YOU HAVE 3,000 HOURS WORK EXPERIENCE. ESTHETICIANS MUST HAVE 600 HOURS OF SCHOOLING. IF THE ESTHETICIAN HAS LESS THAN 600 HOURS OF SCHOOLING A NOTARIZED LETTER STATING YOU HAVE 1200 HOURS OF WORK EXPERIENCE. MANICURISTS NEED 300 HOURS OF SCHOOLING. IF THE MANICURIST HAS LESS THAN 300 HOURS A LETTER STATING YOU HAVE 600 HOURS OF WORK EXPERIENCE. **THE LETTER MUST STATE HOURS WORKED REGARDLESS OF THE NUMBER OF YEARS.**
2. PHOTOCOPY OF CURRENT LICENSE IN YOUR TRADE.
3. PROOF OF HIGH SCHOOL EDUCATION, GED, OR IF YOU ARE 21 OR MORE YEARS OF AGE A PHOTOCOPY OF YOUR BIRTH CERTIFICATE OR DRIVER'S LICENSE.
4. INDIVIDUAL LICENSED IN ANOTHER STATE FORM (You complete)
5. CERTIFICATION OF STATE LICENSURE FORM. This must be obtained from the State Board in which license is held. This form **MUST** have the embossed State Seal. The form cannot be more **than 60 days old or the form will have to be resubmitted.** Contact your State Board for information on how to obtain.
6. FEE OF \$100.00 MADE PAYABLE TO "TREASURER, STATE OF NH"
7. One 2 inch X 2 inch PASSPORT PHOTO, FACIAL FRONT
8. TRANSCRIPTS OF TRAINING: (From training school with hours and subjects listed)
9. COMPLETED QUESTIONNAIRE (Obtain on the web page also)

**NOTE:** If the above is not written in English, please have them translated to English and notarized. The application must be completed in ink or typed. Once the application has been approved the applicant shall be notified that they have been scheduled for the New Hampshire portion of the written exam. **YOU NEED TO STUDY THE ENCLOSED INFORMATION. NO TEMPORARY PERMIT SHALL BE ISSUED. THE BOARD SHALL ISSUE A NEW HAMPSHIRE LICENSE ONCE A STATE LAW EXAM HAS BEEN PASSED.** (Obtain Study Material on the web page also)

**NO ONE MAY WORK IN OUR PROFESSION IN THE STATE OF NEW HAMPSHIRE UNTIL THEY HAVE RECEIVED THEIR LICENSE.**

EXAM IS GIVEN BY APPOINTMENT ONLY. NO APPOINTMENT NO EXAM

IF THE PROCESS HAS NOT BEEN COMPLETED WITHIN THE ALLOTTED TIME YOUR FEE WILL BE FORFEITED AND YOU WILL BE REQUIRED TO RESUBMIT ALL YOUR PAPER.

**PLEASE USE THIS AS A CHECK LIST TO ASSIST YOU IN PROVIDING US WITH NEEDED PAPERWORK FOR THE STATE OF NH RECIPROCITY**

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- \_\_\_\_\_ FEE OF \$100.00 MADE PAYABLE TO "TREASURER, STATE OF NH"
  
- \_\_\_\_\_ One 2 inch X 2 inch PASSPORT PHOTO, FACIAL FRONT
  
- \_\_\_\_\_ TRANSCRIPTS OF TRAINING: (From training school with hours and subjects listed)
  
- \_\_\_\_\_ COMPLETED QUESTIONNAIRE

**NH STATE BOARD OF BARBERING,  
COSMETOLOGY, AND ESTHETICS  
2 INDUSTRIAL PARK DRIVE  
CONCORD NH 03301  
603 271-3608**

**INDIVIDUALS LICENSED IN ANOTHER STATE**

APPLICATION FOR ORIGINAL LICENSURE:

(CHECK THE NECESSARY LICENSURES)

COSMETOLOGY                       BARBER                       MANICURING                       ESTHETICS

FULL NAME (Print or type): \_\_\_\_\_  
FIRST                      MIDDLE                      MAIDEN                      LAST

HOME MAILING ADDRESS: \_\_\_\_\_  
NUMBER/STREET

\_\_\_\_\_  
CITY/TOWN                      STATE                      ZIP CODE

CELL PHONE # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

LIST STATE CURRENT LICENSE IS HELD IN: \_\_\_\_\_

NAME & ADDRESS OF TRAINING SCHOOL: \_\_\_\_\_

DATE ENROLLED: \_\_\_\_\_ GRADUATION DATE: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_ MONTH OF BIRTH: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

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