

Important Information for Shop Applicants:

- Complete the shop application, change of location application, or change of ownership application completely. Do not leave any information fields blank.
- Board office does not schedule appointments. They are done in the order they are received directly by the field inspector.

Field inspectors will reach the applicant. Do not call the field inspector or

- board staff to try and expedite the process. This only delays inspections for everyone.

Once an accurate application and verification form (s) are received in the

- office, they are scanned to the field inspector.
- Incomplete applications are NOT ready for inspection.

- All shop owners and managers are expected to know and adhere to the Rules and Laws and have them available to everyone working in the shop.



STATE OF TENNESSEE
 DEPARTMENT OF COMMERCE & INSURANCE
STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS
 500 JAMES ROBERTSON PARKWAY
 NASHVILLE, TENNESSEE 37243
 (615) 741-2515
 Website: <http://www.tn.gov/commerce/boards/cosmo/>

Profession: 1602

Step 1

Select Type of Shop Application Request:

Change of Location - 8030

Fees:
 Change of Location:.....\$150.00

**Shop license will expire two (2) years
 from original license approval date**

Step 2 COMPLETE ALL INFORMATION REQUESTED BELOW:

Shop License Number:

Salon/Shop Name _____ Business Phone (____) _____

New Salon/Shop Address _____

Street _____ City _____ County _____ Zip _____

Date Shop will be *Ready* for Inspection _____ *Email Address: _____

*Future inspection grade sheets and Board correspondence will be sent to your email address unless you specify otherwise.

Business Owner(s): _____

Address _____ City _____ Zip _____

Home Phone (____) _____ *Email: _____

Manager: _____

License ID Number _____ Expiration of License _____

Step 3 For Change of Location Only:

Old Shop Address: _____

New shops, change of ownership and change of location must pass initial inspection before opening for business.

This form must be signed

State of Tennessee:

I hereby swear or affirm that the statements on this form are true and accurate to the best of my knowledge and belief.

Step 4

 Signature of Applicant