

Application Requirements – Cosmetology

*Below is an explanation of the items listed in the application deficiency email you received.
Required documents are to be submitted to the Board via [Document Submission](#).*

Administrator Review - Only for applications requiring additional review by the Board Executive. This item will appear as “Pending” for all applications until the application processor determines the application is complete and does not require further review by the Board Executive.

[Affidavit of Completion](#) – For applicants who received approval to examine prior to completion of the educational program.

Application Form and Application Fee – Portion of the application is incomplete or the fee is either missing or incomplete. Attached to the deficiency email will be a copy of portion of the application needing completion or an invoice.

Background Check – If you have been convicted, pled guilty, or nolo contendere to a felony, you will need to submit a statewide criminal background check from the state’s law enforcement agency where the crime took place.

Board Approval – Only for applications requiring an application hearing before the Cosmetology Board. This item will appear as “Pending” for all applications until the application processor determines the application is complete and does not a hearing before the Board. A separate Notice of Appearance will be sent if a hearing is required.

Copy of High School, GED, or College Transcripts – Copy of high school transcript, GED certification or college transcript. If the school is no longer in existence, contact the State Education Department for records.

Driver’s License, State Issued ID or Passport- Copy of your unexpired driver’s license, state issued ID, passport, or military ID.

Exams: Once a complete application is on file and approved, applicants will be sent notice of exam eligibility. All applicants are required to pass both the NIC written and practical exams. State administered exams cannot be accepted.

Explanation of Yes Answer- Explanation for any “Yes” answer in the Personal History section. A written explanation along with copies of criminal plea, conviction or final order must be sent.

Foreign Transcript Evaluation – Non-US education will need to be evaluated. It is the responsibility of the applicant to get transcripts evaluated. There are two national association of credential evaluation services used by the US government: [National Association of Credential Evaluation Services](#) and [Association of International Credentials Evaluators](#).

License Verification from other states – License verification from all state in which you hold or have held a cosmetology license. Contact each state’s jurisdiction where you are currently, or have previously been licensed with and have the certificate of licensure sent directly to the Board office via email at boardinfo@llr.sc.gov or mail.

Immigration Documentation – Copy of current immigration documents listed on page 2 of the Notarized Verification of Lawful Presence.

Name Change (Legal documents) – Copy of marriage certificate, divorce decree, etc.

Notarized Signature Affidavit - Form must be signed and notarized.

Notarized Verification of Lawful Presence- Form must be notarized.

Official Transcript – Official college transcripts must be sent directly to the Commission office from the school. If the school is no longer in existence, contact the State Education Department for records.

Photograph (2x2) – Must be a recent passport style 2x2 photo on a white background. Selfies will not be accepted.

Proof of Continuing Education – For endorsement applicants that have not passed the NIC theory and practical examination, completion of four (4) hours of **Board-Approved Continuing Education** is required to complete the application packet.

Social Security Card- Copy of your Social Security card.

Training Affidavit – Found on the Board’s Applications and Forms page, <https://llr.sc.gov/cosmo/pub.aspx>, under the “School Application” dropdown, at the bottom of the section.

Application Requirements – Booth Renter & Salons

Booth Renter Acknowledgement Form - Complete this form and upload to the online application for processing. Online application cannot be completed without this form.

Certification of Existence – SC Secretary of State, Certificate of Authority

Business corporations, non-profit corporations, limited liability companies (LLC), limited partnerships and limited liability partnerships must register with the SC Secretary of State via www.sos.sc.gov. Sole Proprietorships and General Partnerships are not required to register.

FEIN Documentation (Tax ID #) – Acceptable proof of or applying for Tax ID can be obtained via www.irs.gov.

EIN Confirmation letter from the IRS (CP 575)

EIN Verification letter from the IRS (147C)

EIN screenshot from the IRS Portal

Prior Year's Tax Return

Salon Manager Acknowledgement -This form is to be completed by the salon manager and uploaded with the online application for the Salon Application. The Salon Manager must be a current SC licensed cosmetologist, esthetician or nail technician.

Salon Owner Notarized Attestation - This form is to be completed by the salon owner and uploaded to the online application for the Salon Application.

Self-Inspection Form - This form must be completed, signed and submitted with the Salon application along with the applicable fee before a license will be issued. If you have questions related to the inspection report you may call the LLR Division of Inspection at 803-896-4415. An LLR Inspector will contact the salon owner or manager by phone to set up an inspection date and time. A salon cannot open for business until an inspection has been conducted.