



**OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING**

2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73107
Establishment Department 405.522.7620 • Fax 405.521.2440
www.cosmo.ok.gov

MARY FALLIN
GOVERNOR

SHERRY G. LEWELLING
EXECUTIVE DIRECTOR

MOBILE ESTABLISHMENT REQUIREMENTS

Keep This Document for Your Records!

A license for a Mobile Establishment may be issued provided the unit meets the following requirements:

- The establishment must be self-supporting, self-contained, and able to operate without connecting with outside utilities.
- The establishment may not provide chemical services. This includes chemicals used in facials, nails, and hair.
- All furniture in the establishment must be anchored.
- No part of the establishment may be used for living or sleeping quarters at any time.
- The establishment must have hot and cold running water, and shall not operate if the fresh water holding tank is depleted.
- The establishment shall not operate while the unit is moving or in motion.
- Signage must be displayed on the exterior of both sides of the unit.
- Records shall be maintained within the mobile unit regarding appointments, itineraries, and schedules. These will be made available at the time of inspection.
- Board licensees shall post individual licenses as required in Board Rule 175:10-7-17.
- Board established disinfection and safety standards shall be followed at all times the Establishment is providing services.
- Owner shall provide to the Board a quarterly itinerary and schedule of places the unit shall be operating not later than the 10th day of the months of MARCH, JUNE, SEPTEMBER, AND DECEMBER. Itinerary and schedule shall include a list of licensees who shall be providing services in the unit.



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MOBILE ESTABLISHMENT LICENSE APPLICATION INFORMATION

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Mobile Establishment License Applicants must meet these requirements and submit this documentation to the Board:

- The Mobile Establishment License Application/Affidavit must be completed and notarized.
- If the Applicant is NOT a corporation, he or she must complete the Affidavit Verifying Lawful Presence in the United States, unless the Applicant has already filed the Affidavit with this office. This form must be notarized. Except as provided above, ANY APPLICATION RECEIVED WITHOUT THIS AFFIDAVIT WILL BE REJECTED.
- If the Applicant IS a corporation, a copy of the Certificate of Incorporation from the Secretary of State must be enclosed with this Application. CORPORATE APPLICATIONS RECEIVED WITHOUT THIS CERTIFICATE WILL BE REJECTED.
- Applicants who are assuming operation of an existing establishment should submit a copy of either the Lease Agreement or the Bill of Sale from the previous owner, so that the Board may update the previous owner's records.
- Payment of \$50 (\$45 for initial license fee, \$5 for an Oklahoma State Board of Cosmetology and Barbering Rules and Statutes Book) must be enclosed with the application. Payment should be either by cashier's check or money order. Personal checks are not accepted and will be returned.
- Applicants who do not hold a current license issued by this Board must submit a current (newer than one year) full face photograph. A passport-size photo is recommended.

If the stated requirements are met, and the information provided in the affidavit is acceptable, the Board will issue a license. This license is subject to approval by a State Inspector, who will inspect the salon within thirty days after the license is issued.

Under Oklahoma law, operating an establishment without a license is a misdemeanor. Applicants who, for any reason, have opened an establishment without applying for a license are subject to a \$10 penalty fee, and/or other legal recourse available to the Board of Cosmetology and Barbering.

Establishment licenses are *not* transferable from one person to another. Licenses are transferable from one location to another, *if* the Board is notified in writing prior to the location change. This notification must be notarized. Licensees who move their establishments must obtain and submit a Change Order Request to the Board PRIOR to the move.

Licensees are required to report changes in permanent mailing address to the Board immediately. Licensees who sell or close their establishments, either temporarily or permanently, must also notify the Board in writing immediately.

Licensees are responsible for keeping their establishments in compliance with all city or county building and zoning codes. State Inspectors may ask to view code compliance certificates during an inspection.

Applicants with questions concerning the licensing process are encouraged to contact the License Department directly at (405) 522-7620. Agency staff will gladly offer assistance. Compliance with the Oklahoma State Board of Cosmetology and Barbering Law, Rules, and Regulations is both expected and appreciated.

OFFICE USE ONLY	
County	
Inspector	
PVM	
CTI	

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OFFICE USE ONLY	
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FILE NUMBER	

MOBILE ESTABLISHMENT LICENSE APPLICATION AND AFFIDAVIT
ANSWER ALL QUESTIONS COMPLETELY!

MOBILE ESTABLISHMENT INFORMATION:

Establishment Name: _____

Address*: _____

**Indicate the physical address where the mobile unit is garaged. PO BOXES ARE NOT ACCEPTABLE.*

City: _____ ZIP Code: _____ Establishment Telephone: (____) _____

For what type of license is application being made? **(Check ONE):**

- Beauty Establishment (\$45 license fee + \$5 Rule Book = \$50 TOTAL DUE)
- Barber Establishment (\$45 license fee + \$5 Rule Book = \$50 TOTAL DUE)
- Nail Establishment (\$45 license fee + \$5 Rule Book = \$50 TOTAL DUE)

Date applicant will open or assume operation: ____ / ____ / ____

Is Applicant assuming operation of an existing establishment? Yes No

• If yes, name and address of current owner: _____

• If yes, submit copy of lease or bill of sale.

In order to qualify for a license, ALL of the following conditions must be met.

Is the unit self-contained, self-supporting, and able to operate without connection to any outside utilities? Yes No

Is all furniture in the unit anchored? Yes No

Is hot and cold running water available? Yes No

Will signage be displayed on both sides of the unit? Yes No

Are all floors constructed of, or covered with, easily cleaned, hard surface, non-pervious floor covering? Yes No

Unit may not be used for living or sleeping quarters.

Unit shall cease operations if the fresh water holding tank is depleted.

Unit shall not be operated while moving or in motion.

APPLICANT INFORMATION:

Applicant's Name: _____

Home Address: _____

City: _____ State: _____ ZIP Code: _____

Home Telephone: (____) _____ Social Security Number: _____ - ____ - _____ Date of Birth: ____ / ____ / _____

Does the Applicant hold any other license with this Board? Yes No

If yes, what type of license is held? (Check all that apply.) Instructor Cosmetologist Barber Manicurist Facialist Demonstrator Other

Is a photo of the Applicant enclosed? Yes No

• If no, is a photo of the Applicant on file with this Board? Yes No • If both questions are answered NO, photo is required with this application.

Is a co-owner affiliated with this establishment? Yes No • If yes, does co-owner hold a license with this Board? Yes No

• If yes, co-owner's File Number: _____ • If no, contact the Board for further instructions.

I solemnly swear that the foregoing statements are true and correct to the best of my knowledge and belief.

(SEAL)

Signature of Applicant

Signature of Co-Applicant, if applicable

Subscribed and sworn before me this _____ day of _____ 20 _____

State of _____ County of _____

My commission expires _____

Notary Public _____



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NOTICE!
URGENT!
IMMEDIATE RESPONSE REQUIRED!

Effective November 1, 2007, Oklahoma law requires all natural persons fourteen (14) years of age or older applying for or renewing a license to verify his or her lawful presence in the United States by executing a sworn affidavit indicating that the person is either a U.S. citizen, U.S. national, legal permanent resident alien, or qualified alien. 56 O.S. Supp. 2007 § 71. You must complete and return either the Option 1 affidavit or the Option 2 affidavit, whichever is applicable.

The appropriate affidavit must be completed and returned within **thirty (30) days**. **LICENSE APPLICATION OR RENEWAL MAY BE DENIED, SUSPENDED OR REVOKED FOR FAILURE TO COMPLETE AND RETURN THIS AFFIDAVIT AS REQUIRED BY LAW.** Faxed copies are not acceptable.

INSTRUCTIONS FOR COMPLETION OF THE AFFIDAVIT FORM

1. If you are a U.S. citizen (by either birth or naturalization) or a U.S. national, you must complete the **Option 1 Affidavit**.
2. If you are a legal permanent resident alien, or otherwise qualified alien, you must submit the **Option 2 Affidavit**. You must also submit documents that support your qualified alien status, such as a front and back copy of your Permanent Resident Alien Card (green card) or a copy of your INS form I-94. The Board will review the completed form and may request additional information and status documentation as needed to comply with this law. **A new Option 2 Affidavit is required each year with your renewal.**
3. You must sign the affidavit in the presence of a notary public or other officer authorized by State law to notarize affidavits. The Board's office is staffed with notaries who are available to provide notary service at no cost to applicants. Office hours are 7:30 AM to 4:00 PM, Monday through Friday, excluding legal holidays. Proper ID is required to complete the notary. **The Board will not accept an affidavit that has not been properly notarized.**

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

OPTION 1 –VERIFICATION OF CITIZENSHIP

[PLEASE PRINT CLEARLY – ALL INFORMATION MUST BE COMPLETED AND YOUR SIGNATURE NOTARIZED]

Affidavit of

[Applicant's Name – First, Middle, Last]

[Social Security Number]

_____, of lawful age, being first duly sworn,
[Print Applicant's Name]

upon oath states, under penalty of perjury, as follows:

I AM A UNITED STATES CITIZEN.

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this ___ day of _____,
20 _____.

Notary

Commission Number: _____

My Commission Expires: _____

State of: _____

County of: _____

S E A L

OPTION 2 – AFFIDAVIT VERIFYING QUALIFIED ALIEN STATUS

[PLEASE PRINT CLEARLY – ALL INFORMATION MUST BE COMPLETED AND YOUR SIGNATURE NOTARIZED]

Affidavit of

Applicant's Name [First, Middle, Last]

Alien Registration Number of Form I-94 Number

NOTE: Attach a legible copy of the front and back of the federal document that entitles you to work in the USA. We will accept a front and back copy of your resident alien (green) card.

Social Security Number

Date of Birth

Nationality [Country or Origin]

_____, of lawful age, being first duly [Applicant's Name]
sworn upon oath states, under penalty of perjury, as follows:

I am a qualified alien under the Immigration and Nationality Act, and I am lawfully present in the United States.

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this ____ day of _____, 20 _____.

Notary

Commission Number: _____

My Commission Expires: _____

State of: _____

County of: _____

S E A L