



OSBCB 411 (01/19)

Empty boxes for identification numbers

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OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING
ADVISORY BOARD ON MASSAGE THERAPY
2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73107-2453
Reciprocity Department 405.522.7620 • Fax 405.521.2440 • www.cosmo.ok.gov

J. Kevin Stitt
Governor

Sherry G. Lewelling
Executive Director

APPLICATION FOR FOREIGN RECIPROCITY
Affidavit Verifying Lawful Presence (Form 398 or 399) is part of this application and must be attached.

First Name \_\_\_\_\_ Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_
Residence address is required. PO Box is acceptable

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Attach Current ~2" X 3"
Full Face Photo Here
(Newer Than One Year)
Date of Photo:
Month/Day/Year

For what type of license are you applying?
Include cashier's check or money order payable to OSBCB for the appropriate fee.
PERSONAL CHECKS ARE NOT ACCEPTED.
Table with license options: Barber \$65, Cosmetologist/Operator \$65, Facialist/Esthetician \$65, Hairbraiding Technician \$65, Manicurist \$65, Barber Instructor \$65, Cosmetology Instructor \$65.
In what country are you CURRENTLY licensed?
License Number License Expiration Date:
Have you ever held a cosmetology or barber license in Oklahoma?
If YES, give details (license types, dates held, names licensed under):
If NO, have you ever been enrolled in an Oklahoma cosmetology school?

Have you ever been denied issuance of a license or, pursuant to disciplinary proceedings, have you ever been refused renewal of any license by any agency in Oklahoma or in any other state or country? Yes No If Yes, attach explanation.

Have you ever been convicted of a felony? Yes No

A felony conviction will not necessarily disqualify you from obtaining a license.

Are you on government assistance, or at 140% or less of poverty level? Yes No

Documentation is required.

If you have been convicted of a felony, you must submit a certified copy of the record of the Court with this application.

Fraudulent statements made to obtain a license or registration in Oklahoma are grounds for refusal, revocation or suspension of license or registration under Oklahoma Cosmetology and Barbering Law Title 59 O.S. Section 199.11 (f).

Practicing in Oklahoma on an out of state license is a misdemeanor under Oklahoma Cosmetology and Barbering Law Title 59 O.S. Section 199.6 (c).

I solemnly swear that the foregoing statements are true and correct.

(NOTARY SEAL)

X Signature of Applicant

Subscribed and sworn before me this day of , 20 .

State of County of

Commission #

My commission expires

Notary Public



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## PROCEDURE FOR OBTAINING A FOREIGN RECIPROCITY LICENSE

The State Board of Cosmetology and Barbering may grant license by reciprocity to applicants from outside the United States if all of the qualifications listed below are met.

### **INSTRUCTIONS:**

Applicant must FIRST provide evidence that all education documents, including those for cosmetology, manicuring, and facial training, have been verified by an accrediting agency at the Applicant's expense. The Board has approved Aequo International as a creditable agency for this purpose.

**Applicants can email Aequo directly at [info@aequointernational.com](mailto:info@aequointernational.com) for more information, or call them at 844.882.3786.**

The following documents must be verified:

- Proof of a current or permanent license from a country whose qualifications are substantially equal to those in force in Oklahoma at the time of application.
- Proof of training in beauty culture. List curriculum covered and practiced, giving dates and location where training was obtained. If possible, submit a copy of the diploma.
- An outline of curriculum or course of study completed.
- Proof of an eighth grade education or equivalent, including the name and location of the school, dates attended, and any additional education achieved.
- Certified statements from previous employers, giving dates, places, and addresses of employment; or proof of having owned a salon.

*Any document submitted by the Applicant that cannot be verified by Aequo International may prohibit a license from being issued by the Board.*

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**Aequo International will notify the Applicant and the Board simultaneously upon acceptance of these documents. Upon receiving this notification, Applicant must call the Board at 405.521.2441 and schedule an appointment with the Executive Director.**

Applicant must bring the completed Application for Foreign Reciprocity and Affidavit Verifying Lawful Presence to the appointment, along with all documentation, a valid Social Security Card, and a current photo identification card. If Applicant is not a United States Citizen, Applicant must also present a valid Permanent Resident Card and proof of a permanent visa having been established in the United States.

Applicant must be prepared to sit for a 33 question State Rules, Regulations, and Law test.

The Board will review the application to determine whether the applicant is eligible for reciprocity, or must sit for the State Board Examination. Applicants will be notified of the Board's decision as soon as possible.

Applicants must either be able to speak English or bring an interpreter to the interview. Applicants are required to present, in person, all of the documents listed below. All records must be certified, and translation to English must be attached to each document. Applicant must present **original** documents, not copies! Copies will be made free of charge at the appointment, if necessary.

Applicants for foreign reciprocity are not allowed to practice in Oklahoma until a license has been issued. Oklahoma does not issue temporary work permits to foreign reciprocity applicants.

Please direct all inquiries to the Board office at 405.521.2441.



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**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES  
FORM 398 VERIFICATION OF UNITED STATES CITIZENSHIP  
(If you are NOT a United States Citizen, use Form 399)**

*This form is required by law with several other applications. Read all instructions carefully!*

**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 their lawful presence in the United States by executing a sworn affidavit indicating that the person is either a United States citizen, United States national, a legal permanent resident alien, or a qualified alien (56 O.S. Supp. 2007 § 71).

Complete and submit the appropriate affidavit. **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 accepted.

**INSTRUCTIONS FOR COMPLETION OF THE AFFIDAVIT FORM**

If you are a United States citizen (by either birth or naturalization) or a United States national, you must complete the **Option 1 Affidavit (Form 398)**.

If you are a legal permanent resident alien, or otherwise qualified alien, you must submit the **Option 2 Affidavit (Form 399)**. 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 demand additional information and status documentation as needed to comply with this law. **A new Option 2 Affidavit must be filed annually with your renewal.**

The Affidavit must be notarized. The Board office maintains notary public on staff, and will notarize this Affidavit free of charge.

If you are a legal permanent resident alien, or otherwise qualified alien *who has become either a United States citizen or United States national since you last filed an Option 2 affidavit*, **submit the Option 1 Affidavit with a copy of your Naturalization Certificate.** Upon verification of your Citizenship status, you will no longer be required to file this Affidavit with your annual renewal.



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**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES  
 OPTION 1 VERIFICATION OF CITIZENSHIP**

PLEASE PRINT CLEARLY. ALL INFORMATION MUST BE COMPLETED. YOUR SIGNATURE MUST BE NOTARIZED.

**AFFIDAVIT OF:**

\_\_\_\_\_  
*Applicant's Name: First, Middle, Last*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Print Applicant's Name*

**of lawful age, being first duly sworn, upon oath states, under penalty of perjury, as follows:**

**I AM A UNITED STATES CITIZEN.**

(NOTARY SEAL)

X \_\_\_\_\_  
*Signature of Applicant*

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

State of \_\_\_\_\_ County of \_\_\_\_\_

Commission # \_\_\_\_\_

My commission expires \_\_\_\_\_

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



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Grid of boxes for identification numbers

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AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES
OPTION 2 VERIFICATION OF QUALIFIED ALIEN STATUS

PLEASE PRINT CLEARLY. ALL INFORMATION MUST BE COMPLETED. YOUR SIGNATURE MUST BE NOTARIZED.
AFFIDAVIT OF:

Applicant's Name: First, Middle, Last

Applicant's USCIS Number, Alien Registration Number, or Form I-94 Number
ATTACH A LEGIBLE COPY OF THE FRONT AND BACK OF THE FEDERAL DOCUMENT THAT ENTITLES YOU TO WORK IN
THE UNITED STATES. WE WILL ACCEPT A COPY OF YOUR PERMANENT RESIDENT (GREEN) CARD.

Applicant's Social Security Number

Applicant's Date of Birth

Applicant's Nationality (Country of Origin)

Print Applicant's Name

of lawful age, being first duly 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.

(NOTARY SEAL)

X Signature of Applicant

Subscribed and sworn before me this day of 20
State of County of
Commission #
My commission expires Notary Public