

ALABAMA BOARD OF COSMETOLOGY & BARBERING

RSA Union Building | 100 N. Union Street | Suite 324 | Montgomery, Alabama 36104

PO Box 301750 | Montgomery, Alabama 36130-1750

Phone | 334 242 1918 Toll Free | 1 800 815 7453

RECIPROCITY APPLICATION INSTRUCTIONS AND CHECKLIST FOR ALL LICENSE TYPES

Completed Application form, all required documents and fees are to be submitted to the Board to be eligible for licensure.

Minimum Requirements to Transfer a License from another State to Alabama:

If you have been licensed for **5 YEARS OR MORE:**

If your license is in good standing, you are eligible to receive an Alabama license. Please contact each state board that you are/were licensed in and have them send certification. Only one license needs to be current.

If you have been licensed **LESS THAN 5 YEARS:**

1. If you have documentation of passing both a nationally administered written exam and nationally administered practical exam, you are eligible for an Alabama license.
2. If you have documentation of having passed a nationally administered written exam, but did not pass a nationally administered practical exam, you must pass Alabama's practical exam to be eligible for an Alabama license. A six month temporary work permit will be issued, and you may begin working. You must complete the exam process and obtain a license within the six month period.
3. If you have not passed a national written exam and did not pass a national practical exam, you must pass an Alabama written exam and an Alabama practical exam to be eligible for an Alabama license. A six month temporary work permit will be issued, and you may begin working. You must pass both exams within the six month period.

Alabama currently does not have an equivalent to the Hair Stylist or Hair Dresser license; therefore, this license is not eligible for transfer.

Minimum Requirements to Transfer a License from Out of Country to Alabama:

You may be eligible to transfer a license to Alabama if the country or territory has education substantially equivalent to Alabama requirements.

You will need to do the following:

1. Find a foreign credential evaluator that is a member of the National Association of Credit Evaluation Services. This entity will evaluate your occupational license. The foreign credit evaluator will need your credentials including:
 - Any diplomas, certificates, or degrees that you have earned
 - A detailed course-by-course transcript showing the hours in each course. A general transcript is not acceptable.
2. Request that the foreign credential evaluator send two certified evaluation reports;
 - One for your records
 - One sealed in an un-opened envelope to be submitted to ABOCB.
3. ABOCB will determine if:
 - a.) You have met the minimum education hours, and you must pass and Alabama written exam and an Alabama practical exam.

OR

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b.) You will be required to take additional educational hours or obtain additional training through an apprenticeship, and you must pass an Alabama written exam and an Alabama practical exam.

Fees:

- ☐ Nonrefundable fee of \$100

Applicable Exam Fees if a national based exam was not taken and passed

Written Exam \$75

Practical Exam \$130

Required Documents:

- ☐ Copy of Current, Unexpired Driver's License, or Non-Driver ID Card
- ☐ Copy of Social Security Card
- ☐ Proof of US Citizenship or copy of naturalization papers, permanent work card if social security card requires DHS or INS Authorization to Work
- ☐ Passport-quality photo: Photo must be in color, neutral background, facing forward, head and shoulders shot. No hats or sunglasses. (A selfie which meets these criteria is acceptable)
- ☐ Copy of current license and certification from other state or barber board you are transferring your license from. Certifications must be emailed to certifications@aboc.alabama.gov
- ☐ If you are coming from out of country, include your certificate/diploma and transcript from the Cosmetology school you graduated from.

Note: An incomplete application will result in a delay of you receiving a license.

Personal licenses expire on the last day of the birth month of the licensee in odd-numbered years except for Class 2 barbering which expire in even-numbered years.

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If an exam is required check which Language you wish to take the exam in.

English

Spanish

Vietnamese

Korean

Simplified Chinese

Portuguese

If you are not sure you need to take an exam, please call our office.

Please complete the following information. Type or print legibly.

Last Name:

First Name:

Middle Name or Initial:

Mailing Address:

City:

State:

Zip Code:

Date of Birth (MM/DD/YYYY):

Social Security Number:

Phone #:

Email Address:

State or Alabama Barber Board Transferring From:

License Type Held in Other State/Alabama Barber Board:

Barber

Cosmetologist

Esthetician

Esthetician/Manicurist

Manicurist

Manicurist/Waxer

Natural Hair Stylist

Instructor (Type: _____)

CERTIFICATION

By my signature I certify under penalty of prosecution that I am either a citizen of the United States or legally present in the United States and authorized to work. I understand that providing false information on this application may result in revocation of the license and imposition of administrative penalties.

Signature of Applicant

Date

FOR ABOCB USE ONLY:

ACCT DATE:

PAYMENT TYPE:

CHECK #:

APPLICATION FEE:

WRITTEN EXAM FEE:

PRACTICAL EXAM FEE:

TOTAL FEE:

REVISED 8/2025