

North Carolina Board of Cosmetic Art Examiners
1201 Front Street
Suite 110
Raleigh, NC 27609
www.nccosmeticarts.com



REQUEST FOR CERTIFICATION OF LICENSURE

Only for individuals licensed in North Carolina

Fee: \$10 per letter per license type

1. Fill out this form completely and accurately, including signature.
2. Mail completed form and a \$10.00 money order or bank certified check to: NC State Board of Cosmetic Art, 1201 Front Street, Suite 110, Raleigh, NC 27609.
3. If you would like a copy of the letter of certification, please include an additional \$5.00 per copy.
4. Contact the state board where you are seeking reciprocity for all the necessary transfer requirements.

Current Name (First, Middle, Last)

Social Security Number

Current Address (Number & Street, City, State, & Zip Code)

License Number

Birth Date (Mo./Day/Yr.)

Email or Phone #

List any and *all* previous last names under which you held a North Carolina license:

Please indicate where you would like the certification letter to be mailed:

_____ The licensee at the current address listed above.

_____ State Board requesting certification. Which state?

Name and Address: _____

Signature

Date

NOTE: License information, school hours and exam scores from another state or country will NOT be reflected on the North Carolina certification. Please allow 2 weeks from the date of receipt to process this request. Payments with a personal or business check *WILL* delay process up to 4 to 6 weeks. Overpayments that are \$5.00 or less will not be refunded.