

North Carolina Board of Cosmetic Art Examiners  
1201 Front Street  
Suite 110  
Raleigh, NC 27609  
[www.nccosmeticarts.com](http://www.nccosmeticarts.com)



**Request for Certification of School Hours**

*(Fee: No Fee for certifications sent to NC Cosmetic Art Schools. \$10.00 per letter for all other requests)*

1. Fill out this form completely and accurately.
2. Sign this form.
3. Mail completed form and enclose a \$10.00 money order or bank certified check to:  
NC Board of Cosmetic Art Examiners, 1201 Front Street, Suite 110, Raleigh, NC 27609.

\_\_\_\_\_  
Current Name (First, Middle, Last)

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

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

\_\_\_\_\_  
Birth date (Mo./Day/Yr.)

\_\_\_\_\_  
Telephone Number

List any and all previous last names under which you were enrolled in a North Carolina Cosmetic Art School:

\_\_\_\_\_

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

\_\_\_\_ School in which enrolling. Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ State Board requesting certification. Which state? \_\_\_\_\_

Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Please allow 2 weeks from the date of receipt to process this request. Payments with a personal or business check may delay process up to 4 weeks.**