

ARIZONA STATE BOARD OF COSMETOLOGY

www.azboc.gov

Salon Application Instructions and Checklist

Please **read** instructions carefully **prior** to filling out application. **Application must be complete to process.**

Include on the application **all** items on the checklist. If not included license **will** be delayed.

- Money order or cashiers check or personal check **only** –**FEES ARE NON-REFUNDABLE.**
If you would like to pay with a credit card, fill out the attached form.
- Appropriate ownership box completed** (by signing the application you are verifying that the ownership information is correct and true)
- If Corporation or LLC, list the registered name of the Corporation or LLC and file number given by the Corporation Commission.**
- All individual applicants for licensure in Arizona are required to provide legal proof of citizenship or alien status. Please see the information on the following pages regarding the necessary proof required.**

All applicable blanks completed including

- Name as registered with the Secretary of State
- Address of salon and applicable information (suite number is mandatory)
- Salon history filled out if applicable (if location was previously a salon), include the signature of the **previous** owner
- Signature of owner or owners

Keep the Blood Spill Procedures and Rules in your salon for reference.

Only complete applications will be processed; a complete application includes all applicable supporting documents and fees. Failure to complete the application may result in withdrawal of application.

1. A change in salon name, ownership, or location requires the submission of a new application with the appropriate fee (\$110). **FEES ARE NON-REFUNDABLE.**
2. Salons must conform to all governmental requirements including **zoning.**
3. Ownership requires submittal of Federal Tax Identification number.

Owners must register salon name with the Secretary of State prior to submitting an application. If purchasing a salon **and trade name** from prior owner, list information on the application.

SALON APPLICATION

OFFICIAL USE ONLY

FEE RECEIVED

Read and follow all instructions above.

Check type of salon: Each license is \$110 payable to Board of Cosmetology: **NO CASH**

- Cosmetology Salon** (includes practice of hair, nails & aesthetics)
- Nail Technology Salon**
- Aesthetics Salon**
- Salon name change only**

Check all that apply:

- New Salon**
- Location Change**
- Owner Change**
- Salon within a Salon (one station only)***

FILL OUT THE FOLLOWING COLUMN THAT APPLIES TO YOU

INDIVIDUAL (see citizenship information) **PARTNERSHIP** (see citizenship information) **CORPORATION OR LLC**

<p>NAME _____</p> <p>TITLE _____</p> <p>PHONE _____</p> <p>ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>IF LICENSED, OWNER'S LICENSE NUMBER (8 DIGITS) _____</p> <p>Federal Tax identification number _____</p> <p>Social Security Number of individual owner _____</p> <p>Do you or will you have employees? ___ Yes ___ No</p> <p>*If owner is a Sole Proprietor with NO EMPLOYEES, a SSN is acceptable. If Owner has one or more employees, a Federal Tax ID No. is mandatory.</p>	<p>List all partners indicating General or Limited and enclose signed copy of partnership agreement..</p> <p>NAME _____</p> <p>TITLE _____</p> <p>PHONE _____</p> <p>ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>SS# / FEDERAL TAX ID NUMBER _____</p> <p>NAME _____</p> <p>TITLE _____</p> <p>PHONE _____</p> <p>ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>SS# / FEDERAL TAX ID NUMBER _____</p> <p>LIST ADDITIONAL OWNERS ON LAST SHEET OF APPLICATION.</p>	<p>CORPORATION OR LLC NAME (We will check name of corporation and name of salon with the Arizona Corporation Commission. If registered out of state list state _____. Salon name must still be registered with Arizona Secretary of State if different from Corp name or registered out of state.</p> <p>LIST FOR ALL OFFICERS:</p> <p>NAME _____</p> <p>TITLE _____</p> <p>ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>NAME _____</p> <p>TITLE _____</p> <p>ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>Federal Tax identification number _____</p> <p>*LIST ADDITIONAL OWNERS ON LAST SHEET OF APPLICATION.</p> <p>*DOES CORPORATION HAVE AUTHORITY TO DO BUSINESS IN ARIZONA? () Y () N</p> <p>*NAME AND ADDRESS OF CORPORATE CONTACT PERSON: _____</p>
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HAVE YOU, ANY PARTNER, OR CORPORATE MEMBER EVER OWNED A LICENSED SALON IN ARIZONA OR ANY OTHER STATE WHOSE LICENSE WAS SUSPENDED OR REVOKED?

() YES () NO

IF YES, GIVE DETAILS: _____

PRINT SALON NAME HERE: _____

The choice of salon name **must be approved** by the Secretary of State. Name of salon will be verified.

File number for registered name with Secretary of State: _____

Secretary of State Office, 14 North 18th Avenue, Phoenix, Arizona. 602-542-6187 or 1-800-458-5842 (Walking an application into the office results in same-day service; otherwise, plan on two to four week timeframe.)

SALON REQUIREMENTS: If all following blanks are not completed, licensure will be delayed.

All future mail will be sent to this address unless otherwise indicated. (be sure to include suite number)

Salon Address: _____
Address P.O. Box City Zip Phone #

Date of proposed salon opening or change of ownership: _____

Days and hours salon is open: _____

Will mobile services be performed out of this salon? () Yes () No Mobile services require a duplicate license.

SALON HISTORY:

- If this location has been previously licensed, name of prior salon or license #: _____
- If location change, old address or license #: _____
- If this application is for salon within a salon, present owner of main salon must sign below.

Signature of present owner

Print Name

*** Only one "salon within a salon" license may be issued for one station or area in a salon. A second licensee working at that station will be considered an "employee" of the actual station/salon owner and must have a personal license posted.**

Signature below verifies that all requirements contained in A.A.C. R4-10-401 (copy attached) are met. Salons located in private residences must have a separate entrance and restroom for salon use only.

Signature on application below indicates that all the following are in the salon

Separate shampoo bowl or sink	Dry storage for tools and instruments
Wet disinfectant	Closed compartment for clean towels
Restroom	Station
Soiled linen containers	Blood spill kit
Licensed manager	

Signature on application below indicates the following is true:

You as the owner of the salon have “Lawful Presence” at the address listed on the application as the salon location address. Signing the application verifies that you own or lease the location listed. (The lease must be in the owner’s name).

A signature below verifies that the information provided for this application is true and correct to the best of your knowledge, the salon owner knows and understands the laws and rules of the Board of Cosmetology, all rules and regulations are followed, and all necessary equipment is located in the salon.

Application must be signed by all owners. If a corporation or LLC, two people authorized to do business for the corporation must sign the application.

Printed name

Printed name

SIGNATURE (REQUIRED)

SIGNATURE OF CO-APPLICANT (if applicable)

ADDITIONAL OWNER’S NAMES (con’t from first page):

NAME	TITLE	ADDRESS	CITY	ZIP
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NAME	TITLE	ADDRESS	CITY	ZIP
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NAME	TITLE	ADDRESS	CITY	ZIP
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NOTE: All salon license renewals are due on or before the anniversary date of the first license as shown on the face of the license.

- A. Renewal may be by check; send separate checks if renewing a personal license at the same time.
- B. Renewal fee for all salons is \$50.
- C. If mailed after renewal date shown on your license, delinquent payment is \$80

See our web site for complete cosmetology laws, rules, proposed updates, and mandated changes.

If you have a disability and require reasonable accommodations to participate in our services including receiving this information in an alternative format, contact the ADA Coordinator at 480-784-4539.



Following is information critical to a salon owner and includes infection protection rules (including foot-spa cleaning procedures), rules governing salons, and blood spill procedures.

Display of Licenses and Signs R4-10-111

- A. The name on an establishment's exterior sign, advertising, and publications shall be the same as the name on the establishment license issued by the Board. The establishment's exterior sign shall contain lettering at least 2 1/2 inches in height.
- B. A school shall prominently post a class schedule that lists the names of instructors and classes. The school shall display the school and instructor licenses near the school entrance, visible to the public.
- C. A salon shall prominently post the salon license and ensure that the personal license of each licensee performing services in the salon is posted at the licensee's station.
- D. A licensee performing mobile services shall prominently display a duplicate personal and establishment license in the area where mobile services are provided. The licensee's original license shall be prominently displayed in the salon from which the licensee was dispatched in accordance with subsection (C).
- E. A copy of R4-10-112 shall be prominently posted in each establishment.
- F. A salon shall prominently post a notice of salon services that are not regulated by the Board and that are provided at the salon.

R4-10-112. Infection Control and Safety Standards

- A. An establishment shall have and maintain the following minimum equipment and supplies:
 - 1. Non-leaking, waste receptacles, which shall be emptied, cleaned, and disinfected daily;
 - 2. Ventilated containers for soiled linens including towels and capes;
 - 3. Closed, clean containers to hold clean linens including towels and capes;
 - 4. A covered, wet disinfectant container made of stainless steel or a material recommended by the manufacturer of the wet disinfectant that:
 - a. Is large enough to contain sufficient disinfectant solution to allow for the total immersion of tools and instruments,
 - b. Is set up with disinfectant at all times the establishment is open, and
 - c. Is changed as determined by manufacturer's instructions or when visibly cloudy or contaminated;
 - 5. An Environmental Protection Agency (EPA)-registered bactericidal, virucidal, fungicidal, and pseudomonacidal (formulated for hospitals) disinfectant which shall be mixed and used according to manufacturer's directions on all tools, instruments, and equipment, except those that have come in contact with blood or other body fluids; and

- 6. An EPA-registered disinfectant that is effective against HIV-1 and Human Hepatitis B Virus or Tuberculocidal which shall be mixed and used according to the manufacturer's directions on tools, instruments, and equipment that come in contact with blood or other body fluids.
- B. Procedure for disinfecting non-electrical equipment.
 - 1. Non-electrical equipment shall be disinfected by cleaning with soap or detergent and warm water, rinsing with clean water, and patting dry; and
 - 2. Totally immersing in the wet disinfectant required under subsection (A)(5) or (A)(6) following manufacturer's recommended directions.
- C. Procedure for storage of tools and instruments.
 - 1. A tool or implement that has been used on a client or soiled in any manner shall be placed in a properly labeled receptacle; and
 - 2. A disinfected implement shall be stored in a disinfected, dry, covered container and isolated from contaminants.
- D. Procedure for disinfecting electrical equipment, which shall be in good repair, before each use.
 - 1. Remove all foreign matter;
 - 2. Clean and spray or wipe with a disinfectant, compatible with electrical equipment, as required in subsection (A)(5) or (A)(6); and
 - 3. Disinfect removable parts as described in subsection (B).
- E. Tools, instruments and supplies.
 - 1. All tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) shall be disposed of in a waste receptacle immediately after use;
 - 2. Disinfected tools and instruments shall not be stored in a leather storage pouch;
 - 3. A sharp cosmetology tool or implement that is to be disposed of shall be sealed in a rigid, puncture-proof container and disposed of in a manner that keeps licensees and clients safe;
 - 4. An instrument or supply shall not be carried in or on a garment while practicing in the establishment;
 - 5. Clips or other tools and instruments shall not be placed in mouths, pockets, or other unsanitized holders;
 - 6. Pencil cosmetics shall be sharpened before each use;
 - 7. All supplies, equipment, tools, and instruments shall be kept clean, disinfected, free from defects, and in good repair;
 - 8. Cutting equipment shall be kept sharp; and
 - 9. A client's personal cosmetology tools and instruments that are brought into and used in the establishment shall comply with these rules.

F. If there is a blood spill or exposure to other body fluids during a service, licensees and students shall stop the service and:

1. Before returning to service, clean the wound with an antiseptic solution;
2. Cover the wound with a sterile bandage;
3. If the wound is on a licensee's or student's hand in an area that can be covered by a glove or finger cover, the licensee or student shall wear a clean, fluid-proof protective glove or finger cover. If the wound is on the client, the licensee or student providing service to the client shall wear gloves on both hands;
4. Blood-stained tissue or cotton or other blood-contaminated material shall be placed in a sealed plastic bag and that plastic bag shall be placed into another plastic bag (double bagged), labeled with a red or orange biohazard warning, and discarded;
5. All equipment, tools, and instruments that have come in contact with blood or other body fluids shall be disinfected as discussed in subsections (A)(6) and (B); and
6. Electrical equipment shall be disinfected as discussed in subsection (D).

***G All circulating and non-circulating tubs or spas shall be cleaned as follows using the disinfectant in subsection (A)(5) or (6):**

1. **After each client or service, complete all of the following:**
 - a. **Drain the tub;**
 - b. **Clean the tub according to manufacturer's instructions, taking special care to remove all film, especially at the water line;**
 - c. **Rinse the tub;**
 - d. **Fill the tub with water and disinfectant as in subsection (A)(5) or (6); and**
 - e. **Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified in manufacturer's instructions.**
2. **At the end of the day, complete all of the following:**
 - a. **Remove all filters, screens, drains, jets, and other removable parts;**
 - b. **Scrub with a brush and soap or detergent until free from debris;**
 - c. **Rinse;**
 - d. **Completely immerse in the solution described in subsection (A)(5);**
 - e. **Rinse;**
 - f. **Air dry; and**
 - g. **Replace the disinfected parts in the tubs or store in a disinfected, dry, covered container.**

H. Personal cleanliness.

1. A licensee or student shall thoroughly wash his or her hands with soap and warm water or any equally effective cleansing agent immediately before providing services to each client, before checking a student's work on a client, or after smoking, eating, or using the rest room;
2. A licensee or student shall wear clothing and shoes;

3. A client's skin upon which services will be performed shall be washed with soap and warm water or wiped with disinfectant or waterless hand cleanser approved for use on skin before a nail technology service, including a pedicure service, is provided; and
4. A licensee or student shall wear clean, fluid-proof protective gloves while performing any service if any bodily discharge is present from the licensee, student, or client or if any discharge is likely to occur from the client because of services being performed.

I. Disease and infestation.

1. A licensee or student who has a contagious disease, shall not perform services on a client until the licensee or student takes medically approved measures to prevent transmission of the disease; and
2. Services shall not be performed on an individual who has a contagious disease that may be transmitted by the performing of the services on the individual.

J. Client protection.

1. A client's clothing shall be protected from direct contact with shampoo bowls or headrests by the use of clean linens, capes, robes, or protective neck strips;
2. Infection control shall be maintained and services shall be performed safely to protect the licensee or student and client;
3. Double bracing shall be used around a client's eyes, ears, lips, fingers, and toes; and
4. A client shall receive a pre- and post-analysis that includes appropriate instructions for follow-up.

K. Care and storage of linens including towels, robes, and capes.

1. Clean linens shall be provided for each client and laundered after each use;
2. Soiled linens shall be stored in a ventilated receptacle;
3. Laundering shall include disinfecting linens by using detergent and bleach; and
4. Clean linens shall be stored in closed containers or closets.

L. Care and storage of products including liquids, creams, powders, cosmetics, chemicals, and disinfectants.

1. All products shall be stored in a container that is clean and free of corrosion and labeled to identify contents, in compliance with state and local laws and manufacturer's instruction;
2. All products containing poisonous substances shall be distinctly marked;
3. When only a portion of a cosmetic product is to be used, the portion shall be removed from the container in a way that does not contaminate the remaining product; and
4. Once dispensed, a product shall not be returned to the original container.

M. Prohibited hazardous substances and use of products.

1. An establishment shall not have on the premises cosmetic products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic

- products, including liquid methyl methacrylate monomer and methylene chloride; and
2. Product shall be used only in a manner approved by the FDA.
- N. Care of headrests, shampoo bowls, and treatment tables.
1. Headrests of chairs and treatment tables shall be disinfected at least daily and treatment tables covered with a clean linen or paper sheet for each client;
 2. Shampoo bowls and neck rests shall be cleansed with soap and warm water or other detergent after each use and kept in good repair; and
 3. Shampoo neck rests shall be disinfected with a solution described in subsection (A)(5) or (A)(6) before each use.
- O. Prohibited devices, tools, or chemicals; invasive procedures.
1. Except as provided in this subsection and subsection (O)(2), all of the following devices, tools, or chemicals are prohibited from being present in or used in a salon:
 - a. A device, tool, or chemical that is designed or used to pierce the dermis; and
 - b. A low-frequency, or low-power ultrasonic, or sonic device except one intended for skin cleansing, exfoliating, or product application.
 2. A salon or licensee that provides an invasive procedure, using a device, tool, or chemical described in subsection (O)(1), that is otherwise allowed under Arizona law shall ensure that the performance of the procedure complies with statutes and rules governing the procedure, training, or supervision as required by the relevant, regulatory authorities.
- P. Skin peeling.
1. Except as provided in subsections (O)(1) and (O)(2), only the non-living, uppermost layer of skin, known as the epidermis, may be removed by any method or means and only for the purpose of beautification;
 2. A skin removal technique or practice that affects the dermal layer of the skin is prohibited;
 3. Skin removal products shall not be mixed or combined except as required by manufacturer instructions and approved by the FDA; and
 4. Only commercially available products for the removal of epidermis for the purpose of beautification shall be used.
- Q. Restricted use tools and instruments.
1. Nippers shall be used only to remove loose cuticles; and
 2. Pre-sterilized, disposal lancets shall be used only to dilate follicles and release sebaceous debris from the follicle.
- R. Cleanliness and repair of the establishment shall be maintained according to the following guidelines.
1. After each client, hair and nail clippings shall immediately be discarded;
 2. All areas of the establishment, including storerooms and passageways, shall be well lighted, ventilated, and free from infectious agents;
3. Floors, walls, woodwork, ceilings, furniture, furnishings, and fixtures shall be clean and in good repair;
 4. Shampoo bowls shall be clean and disinfected by using a disinfectant discussed in subsection (A)(5) or (A)(6) and drains shall be free running;
 5. Counters and all work areas shall be disinfected after each client by using a disinfectant discussed in subsection (A)(5) or (A)(6); and
 6. Waste or refuse shall be removed timely so there is no accumulation.
- S. Building standards.
1. There shall be a direct entrance from the outside, not through living quarters, into the establishment;
 2. If connected to a residence, all passageways between the living quarters and the establishment shall have a door that remains closed during business hours;
 3. The establishment shall not be used for residential or other living purposes;
 4. The establishment shall have a restroom for employees' and clients' use during business hours that has a wash basin, running water, liquid soap, and disposable towels; is kept clean and sanitary at all times; is in close enough proximity to the salon to ensure safety for cosmetology procedures during use; and is open and available for use by employees and clients of the salon;
 5. Any excess material stored in a restroom shall be in a locked cabinet;
 6. The establishment shall have hot and cold running water;
 7. A mobile unit shall have sufficient water at all times; and
 8. The establishment shall have natural or mechanical ventilation and air filtration system that provides free flow of air to each room, prevents the build-up of emissions and particulates, keeps odors and diffusions from chemicals and solutions at a safe level, and provides sufficient air circulation and oxygen.
- T. General requirements.
1. The establishment shall have a first-aid kit that contains, at a minimum, small bandages, gauze, antiseptic, and a blood-spill kit that contains disposable bags, gloves, and hazardous waste stickers;
 2. No bird or animal, except fish aquariums and service animals, are allowed in the establishment; and
 3. The establishment shall comply with federal and state requirements.
 1. *An establishment shall not have on the premises cosmetic products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for*

THE FOLLOWING 2 PAGES MUST BE POSTED IN THE SALON AT ALL TIMES.

BLOOD SPILL PROCEDURE

IF A BLOOD SPILL SHOULD OCCUR, THE FOLLOWING STEPS *MUST* BE FOLLOWED:

- ◆ **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- ◆ **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the licensee and should be executed as follows:

LICENSEE INJURY

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate. *
3. **DRESSING** – cover the injury with the appropriate dressing.
4. **COVER** with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects; clean hands with antimicrobial cleanser, and
7. **RETURN** to service.

CLIENT INJURY

1. **STOP** service,
2. **GLOVE** hands of licensee,
3. **CLEAN** injured area as appropriate,
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate, *
5. **COVER** the injury with appropriate dressing to prevent further blood exposure,
6. **DOUBLE BAG** and dispose of all contaminated objects; clean hands with antimicrobial cleanser, and
7. **RETURN** to service.

- ◆ **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

* **DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE A DISPOSABLE APPLICATOR.**

Adopted as amended/ August 17, 1998 by NIC

WET DISINFECTION STANDARD

1. All tools and implements, **except those which come in contact with blood or body fluids** must be disinfected by complete immersion in an **EPA** registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (formulated for hospitals) disinfectant that is mixed and used according to the manufacturer's directions.

2. All tools and implements **which have come in contact with blood or body fluids** must be disinfected by complete immersion in an **EPA** registered disinfectant that is effective against HIV-1 and Human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions.

STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry and covered container.

**ARIZONA STATEMENT OF CITIZENSHIP
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS**

Professional License and Commercial License

[Name of State Agency, Board, or Commission]

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), non-immigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal.

SECTION I — APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____ DATE _____

TYPE OF APPLICATION (check one) ___ INITIAL APPLICATION ___ RENEWAL

TYPE OF LICENSE _____

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front, and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: _____

- A. Are you a citizen or national of the United States? (check one) ___ Yes ___ No
- B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country.
City _____ State (or equivalent) _____ Country or Territory _____

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III — ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and the back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. § 1-501. Name of document provided: _____

"Qualified Alien" Status (8 U.S.C.§§ 1621(a)(1), -1641(b) and (c))

1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
2. An alien who is granted asylum under Section 208 of the INA.

- 3. A refugee admitted to the United States under Section 207 of the INA
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- 8. An alien who is, or whose child or child's parent is a "battered alien" or an alien subjected to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C. § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. § 1-501)

- 14. A person not described in categories 1–13 who is otherwise lawfully present in the United States.
PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).

SECTION IV — DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE

TODAY'S DATE

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S National Status, or Alien Status,

11/08/07

**ARIZONA STATEMENT OF CITIZENSHIP
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS
Professional License and Commercial License
[Name of State Agency, Board, or Commission]**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal.

SECTION I — APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____ DATE _____

TYPE OF APPLICATION (check one) INITIAL APPLICATION RENEWAL

TYPE OF LICENSE _____

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front, and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: _____

- A. Are you a citizen or national of the United States? (check one) ___ Yes ___ No
- B. If the answer is “Yes,” where were you born? List city, state (or equivalent), and country.
City _____ State (or equivalent) _____ Country or Territory _____

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III — ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and the back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. § 1-501. Name of document provided: _____

“Qualified Alien” Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- 8. An alien who is, or whose child or child’s parent is a “battered alien” or an alien subjected to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C. § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. § 1-501)

14. A person not described in categories 1–13 who is otherwise lawfully present in the United States.
PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).

SECTION IV — DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE

TODAY'S DATE

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S National Status, or Alien Status,

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Attachment to Form 1 Applicant Statement

EVIDENCE OF U.S. CITIZENSHIP, U.S NATIONAL STATUS, OR ALIEN STATUS

LIST A: U.S. CITIZEN OR U.S. NATIONAL

Note: In this List, the term "Service" refers to the U.S. Citizenship and Immigration Service, formerly, the U.S. Immigration and Naturalization Service (INS).

[Source: Proposed Rules, Verification of Eligibility for Public Benefits, 8 CFR § 104.23; 63 FR 41662-01 August 4, 1998); and Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("Interim Guidance"), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

Evidence showing U.S. citizen or U.S. national status includes the following:

a. Primary Evidence:

- (1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- (2) United States passport;
- (3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- (4) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State;
- (5) Form N-561, Certificate of Citizenship;
- (6) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (7) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (8) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or
- (9) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

[Source: Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("Interim Guidance"), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status:

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth

occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;

- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a State-or jurisdiction-approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction));

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since

January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make a determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: - Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED

INTO U.S. FOR LESS THAN ONE YEAR

The documents listed below that are registration documents are indicated with an asterisk ("*").

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully Admitted for Permanent Residence

- * Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- * Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
- * Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- * Form I-94 annotated with stamp showing admission under § 207 of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3"

Alien Paroled Into the U.S. for a Least One Year

- * Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

Alien Whose Deportation or Removal Was Withheld

- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
- * Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

Alien Granted Conditional Entry

- * Form I-94 with stamp showing admission under §203(a)(7) of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3."

Cuban/Haitian Entrant

- * Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on * Form I-94 with the code CU6 or CU7; or
- Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- * Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for Less than One Year

Evidence includes:

- * Form I-94 with stamp showing admission for less than one year under section 212(d)(5) of the INA

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