





State of West Virginia  
Board of Barbers and Cosmetologists  
Tel: (304) 558-2924  
Fax: (304) 558-3450  
www.wvbbc.com

PLEASE COMPLETE  
PAYMENT METHOD (CIRCLE ONE):  
CHECK      MONEY ORDER  
CHECK/MONEY  
ORDER #: \_\_\_\_\_  
CASH IS NOT ACCEPTED

MAIL COMPLETED APPLICATION TO: WVBBC; P.O. BOX 40235, CHARLESTON, WV 25364

APPLICATION FOR REGISTRATION BY RECIPROCITY

**NOTICE TO THE APPLICANT**

The laws and rules governing the practice of cosmetology, barbering, and other cosmetology-related practices in the State of West Virginia can be found in the WV Code, Chapter 30, Article 27. The code can be obtained by visiting [www.wvbbc.com](http://www.wvbbc.com) or [www.legis.state.wv.us](http://www.legis.state.wv.us).

If the State where you completed your professional training and the State you are transferring your license from are different States, you must request verification of your training hours from the State Licensing Board where your training was completed. Verifications must be sent directly from the State Licensing Board to the West Virginia Board of Barbers and Cosmetologists prior to the submission of this application. School Transcripts will not be accepted.

**RECIPROCITY PROCESS**

The reciprocity process is a detailed information gathering process. This is to prevent licensure through fraudulent documentation. The process is outlined below.

1. Complete this application in its entirety. Incomplete forms will be returned.
2. Gather all supporting and required documentation.
3. Contact your current State Board and request a certification of your license and verification of your training be sent to the West Virginia State Board (this may take your Board 3-6 weeks).
4. Mail this application along with all the required documentation that is listed on page 1 to: WVBBC; 1201 Dunbar Avenue, Dunbar, WV 25064.
5. License will be mailed to you if all requirements have been met.

Overall wait time for the reciprocity completion process may vary depending on the time of your request.

**APPLICANT ACKNOWLEDGEMENT**

*Upon submitting this application, I affirm, through my signature, that the information submitted and completed on or with this application is true in every respect. I understand that by submitting fraudulent documentation that I may risk revocation of my West Virginia license and may face other penalties. I also affirm that the signature below represents that I am familiar with the laws and rules governing the practice of barbering and cosmetology in the State of West Virginia.*

Signed By: \_\_\_\_\_

Current Date: \_\_\_\_\_



