



Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
**BOARD OF BARBERS AND HAIRDRESSERS**  
P.O. Box 110806, Juneau, Alaska 99811-0806  
333 Willoughby Avenue, 9<sup>th</sup> Floor, Juneau, Alaska 99801-0806  
Telephone: (907) 465-2547 ★ Fax: (907) 465-2974  
E-mail: license@alaska.gov  
Website: www.commerce.state.ak.us/occ/pbah.htm

**COURTESY LICENSE APPLICATION**  
**TO PRACTICE BODY PIERCING OR**  
**TATTOOING AND PERMANENT COSMETIC COLORING**

**APPLICATION DEADLINE INFORMATION**

**YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS MUST BE POSTMARKED OR RECEIVED BY THE BOARD OF BARBERS AND HAIRDRESSERS NO LATER THAN 30 DAYS BEFORE THE DATE YOU PLAN TO BEGIN WORKING IN THIS STATE.**

A Courtesy license authorizes an individual to practice body piercing or tattooing and permanent cosmetic coloring as a guest practitioner in a shop licensed by the board and under a sponsor who holds a current practitioner license in the field in which the courtesy licensee intends to practice.

A courtesy license is valid for 30 consecutive days. A person may not be issued more than one courtesy license in a calendar year. The period during which a courtesy license is valid may not be counted towards the training requirements of 12 AAC 09.167 and 12 AAC 09.169.

**REQUIREMENTS FOR COURTESY LICENSE**

1. Completed and notarized application.
2. A check or money order payable to State of Alaska as follows:
  - Application fee (nonrefundable) of \$80.00
  - Courtesy License fee of \$80.00
3. Proof of work experience (proof must include one of the following or a combination of the following):
  - two notarized affidavits from students or employees verifying your paid work experience performing body piercing and/or tattooing and permanent cosmetic coloring for at least 12 of the 24 consecutive months immediately preceding the date of application; or
  - at least one copy per month of a client release form for at least 12 of the 24 consecutive months immediately preceding the date of application; or
  - other information acceptable to the board.
4. Statement of Sponsorship from the licensed practitioner who will be your sponsor (form enclosed).
5. Certified true copy\* of current cards (\*see next page for definition) issued by the American Red Cross, the American Heart Association or a similar organization approved by the board, verifying training courses in
  - (A) cardiopulmonary resuscitation (CPR); and
  - (B) blood borne pathogens.

If you wish to be licensed in both body piercing and tattooing and permanent cosmetic coloring, be sure to check the appropriate boxes on the application form and submit separate application and license fees.

Note: All items under 1-5 above must be postmarked or received by the Board of Barbers and Hairdressers at least 30 days before you plan to begin practicing in Alaska.

## **GENERAL INFORMATION**

To obtain a "Certified True Copy" take the original document and a copy of the document to a notary public and have the notary compare the documents and write a statement on the copy that the document is a true copy of the original. Sign the copy and have your signature notarized.

No one may practice body piercing or tattooing and permanent cosmetic coloring without being licensed.

Applications for licensure may be obtained from the division's Website at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) (click on "Barbers and Hairdressers").

**SOCIAL SECURITY NUMBERS** – Under AS 08.01.060 a license may not be issued if the licensee's United States Social Security Number is not on file. If you do not have a social security number, you must complete the form "Request for Exception from Social Security Number Requirement" located on the division's website at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) or contact the division office for the form.

**PAYMENT OF CHILD SUPPORT AND STUDENT LOAN** -- If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

**PUBLIC INFORMATION** – All information supplied with this application is considered public information unless required by state or federal law to remain confidential. Information about licensees, including mailing addresses, is available on the division's website at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) under "License Search."

## **OTHER INFORMATION**

Alaska Statute 08.13.217(a) states a person may not practice tattooing and permanent cosmetic coloring on a minor.

Alaska Statute 08.13.217(b) states a person may not practice body piercing on a minor without prior written permission from the minor's parent or legal guardian and the presence of the parent or legal guardian during the body piercing procedure. The person who performs body piercing shall keep a copy of the written permission on file for at least three years.

Alaska Statute 08.13.217(c) states a person who with criminal negligence violates this section is guilty of a class B misdemeanor. "Criminal negligence" has the meaning given in AS 11.81.900.

## **DEFINITIONS**

- I. "Body Piercing" means puncturing the body of a person for a fee by aid of needles or other instruments designed to be used to puncture the body for the purpose of inserting jewelry or other objects in or through the human body, except that, for purposes of this chapter "body piercing" does not include puncturing the external part of the human ear.
- II. "Tattooing and permanent cosmetic coloring" means the process by which, for a fee, the skin is marked or colored by insertion of nontoxic dyes or pigments into the dermal layer of the skin so as to form indelible marks, figures, or decorative designs for nonmedical purposes.





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**AFFIDAVIT OF WORK EXPERIENCE FOR COURTESY LICENSE**

**Section A:** Applicant, submit at least two sworn affidavits from students or employees verifying that you performed body piercing and/or tattooing and permanent cosmetic coloring for a fee for at least 12 of the 24 consecutive months immediately preceding the date of application.

Please complete the following information:

Applicant's Printed Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**Section B:** To be completed by a student or employee and mailed directly by that individual to the Division address shown at top of page.

I attest that the applicant named above performed **body piercing for a fee** during the time(s) stated below:

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
 Month Day Year Month Day Year

I was/am associated with the applicant as a:  Student  Employee  
 \_\_\_\_\_ located at \_\_\_\_\_  
 Name of Business

**OR**

I attest that the applicant named above performed **tattooing and permanent cosmetic coloring for a fee** during the time(s) stated below:

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
 Month Day Year Month Day Year

I was/am associated with the applicant as a  Student  Employee  
 \_\_\_\_\_ located at \_\_\_\_\_  
 Name of Business

**I hereby certify that the above information is true and correct to the best of my knowledge.**

\_\_\_\_\_  
 Printed Name

SIGN HERE

\_\_\_\_\_  
 Signature of Student or Employee

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Daytime Phone Number

SUBSCRIBED AND SWORN TO before me, a Notary Public, in and for the State of \_\_\_\_\_,  
 this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGN HERE

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

SEAL



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 Address: \_\_\_\_\_  
 \_\_\_\_\_

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**From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
 Month Day Year Month Day Year

I was/am associated with the applicant as a:  Student  Employee  
 \_\_\_\_\_ located at \_\_\_\_\_  
 Name of Business

**OR**

I attest that the applicant named above performed **tattooing and permanent cosmetic coloring for a fee** during the time(s) stated below:

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
 Month Day Year Month Day Year

I was/am associated with the applicant as a:  Student  Employee  
 \_\_\_\_\_ located at \_\_\_\_\_  
 Name of Business

**I hereby certify that the above information is true and correct to the best of my knowledge.**

\_\_\_\_\_  
 Printed Name

SIGN HERE

\_\_\_\_\_  
 Signature of Student or Employee

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Daytime Phone Number

SUBSCRIBED AND SWORN TO before me, a Notary Public, in and for the State of \_\_\_\_\_,  
 this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGN HERE

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

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**STATEMENT OF SPONSORSHIP  
 FOR COURTESY LICENSE APPLICANT**

**TO BOARD OF BARBERS AND HAIRDRESSERS:**

I, \_\_\_\_\_, am willing to assume the full  
 responsibility of sponsoring \_\_\_\_\_ in the practice  
 of Body Piercing \_\_\_\_\_ and/or Tattooing and Permanent Cosmetic Coloring \_\_\_\_\_.

The applicant will be a "guest artist" at \_\_\_\_\_  
 Name of Shop and Address

Shop Telephone # \_\_\_\_\_ Start Date: \_\_\_\_\_

I understand that the Courtesy License will be valid for 30 consecutive days from the date of issue and that the applicant may not be issued more than one courtesy license in a calendar year.

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature of Sponsor

\_\_\_\_\_  
 Practitioner License Number

SUBSCRIBED AND SWORN TO before me, a Notary Public, in and for the State of \_\_\_\_\_,  
 this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

NOTARY SEAL

My Commission Expires: \_\_\_\_\_

**Please return completed form to:**

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