



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](mailto:license@alaska.gov)  
Website: [www.commerce.state.ak.us/occ/pbah.htm](http://www.commerce.state.ak.us/occ/pbah.htm)

## **“MOBILE UNIT” SHOP OWNER APPLICATION**

For Hairdressers, Barbers, Estheticians and Manicurists

**PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. ANY PORTION OF THE APPLICATION THAT IS NOT SUBMITTED MAY DELAY THE ISSUANCE OF YOUR LICENSE.**

Shop owner applicants must submit the following:

1. Complete notarized application.
2. A check or money order payable to State of Alaska as follows:
  - ◆ \$ 80.00 - Nonrefundable Application Fee
  - ◆ \$240.00 - Shop Owner License Fee
3. The original or a notarized copy of a satisfactory sanitary health inspection report completed by both the Alaska Department of Environmental Conservation or its designee, and the cities where the services will be provided conducted within the 90 days before the date the shop owner application is submitted to the division.
4. A statement detailing the type of services to be provided.

### **➔ NOTE:**

**A shop owner license for a “mobile unit” can only be issued to individuals performing hairdressing, barbering, esthetics or manicuring services.**

**If the shop owner is not a licensed hairdresser, barber, esthetician, or manicurist in the State of Alaska, the shop owner may not conduct business without employing a manager who is currently licensed as a hairdresser, barber, esthetician, or manicurist in the State of Alaska.**

**A shop owner shall have a separate shop owner license for each shop owned.**

**All shop owners are also required to have a current Business License which is separate from a shop owner license. Please contact the Business Licensing Section at (907) 465-2550 in Juneau; (907) 269-8160 in Anchorage.**

**A shop owner license is not transferable to another person. The buyer, lessee, or transferee must apply for and be issued a new shop owner license, under this section, before conducting business.**

### **GENERAL INFORMATION**

**SOCIAL SECURITY NUMBERS** – In accordance with AS 08.01.060(b), the department is not authorized to issue a license to an individual, unless the applicant’s social security number has been provided to the department. If you do not have a United States Social Security Number, please complete the “Request for Exception from Social Security Number Requirement” form located at [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) or contact the division of a copy of the form.

**PAYMENT OF CHILD SUPPORT AND STUDENT LOANS:** If the Alaska Commission on Postsecondary Education has determined you are in loan default or if the Alaska Child Support Enforcement Division has determined you are in arrears on child support, you will be issued a nonrenewable temporary license valid for 150 days. Contact Postsecondary Education at 1-800-441-2962 or (907) 465-2962 or Child Support Services at (907) 269-6657 if your last name begins with A – M; Contact (907) 269-6845 if your last name begins with N – Z; or 1-800-478-3300 to resolve payment issues.

### **PUBLIC INFORMATION**

Please be aware that all information on this form will be available to the public, unless required to be kept confidential by state or federal law. Information about current 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 “Professional License Search.”

### **RENEWAL INFORMATION**

All licenses expire on August 31 on odd-numbered years regardless of when issued, except new licenses issued within 90 days of the license expiration date will be issued through the next renewal date.



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**BAH**

FOR OFFICE USE ONLY

**“MOBILE UNIT” SHOP OWNER APPLICATION**

**TOTAL DUE: \$ 80.00 Nonrefundable Application Fee**  
**\$240.00 Licensure Fee**

Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Required by AS 08.01.060)

Name of Business: \_\_\_\_\_ Business Telephone Number: \_\_\_\_\_

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

City	State	Zip Code
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Is the business a  sole proprietorship  partnership  corporation List name(s) of partners or incorporators: \_\_\_\_\_

Partner(s) Social Security Number: \_\_\_\_\_ Partner(s) Date of Birth: \_\_\_\_\_

If the shop owner is not an Alaska licensed practitioner, the name and license number of the practitioner who is employed as manager of the shop must be provided:

Name of Manager: \_\_\_\_\_ License Number: \_\_\_\_\_

Explain the type of services to be provided: \_\_\_\_\_

Physical Address where the mobile unit will be parked when it is not in service: \_\_\_\_\_

Do you own other shops?  Yes  No

If yes, provide the license number(s): \_\_\_\_\_

**Has the shop been inspected by the Department of Environmental Conservation within the last 90 days?  Yes  No**

**The original or notarized copy of the report must be submitted before a license will be issued. The mobile unit must also be inspected by the city's health department where the services will be provided.**

**I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge. I understand that any false information may result in failure to obtain licensure as a Mobile Unit Shop Owner in Alaska, or subsequent revocation of my license.**

SIGN HERE

\_\_\_\_\_  
Signature of Applicant

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

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

NOTARY SEAL